

### 300 Series

- 301 Community Services Block Grant (CSBG)
- 302 Community Services Block Grant (CSBG) – Discretionary Grants
- 303 Community Services Block Grant - Migrant
- 304 Department of Energy (DOE) Weatherization Assistance Program
- 305 Low Income Home Energy Assistance Program (LIHEAP)
- 306 Item not currently active
- 307 Temporary Assistance to Needy Families (TANF)
- 308 Item not currently active
- 309 LIHEAP Crisis Assistance (LCA)
- 310 Michigan Public Service Commission (MPSC) Assistance Funds
- 311 Item not currently active
- 312 CSBG-T allocations and Plan Instructions – CSBG Discretionary Funds – Income Tax Return Preparation Assistance

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 301	Page 1 of 2
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions:  <b>COMMUNITY SERVICES BLOCK GRANT</b>		EFFECTIVE DATE 04/17/09 END DATE 09/30/09 ISSUE DATE 04/17/09

## REFERENCES

- CSPM Item 301, Effective 10/01/08 – FY2009 CSBG Allocations and Plan Instructions
- CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG
- The CSBG Act, P.L. 97-35 of 1981, as amended
- The FY09 Federal Appropriations Bill for the U.S. Department of Health and Human Services

## PURPOSE

This item provides instructions for preparation and submittal of a modification/amendment to the FY2009 CSBG Community Action Plan (CAP).

## BACKGROUND

The FY2009 CSBG State allocation is \$25,637,903. The 90% Formula Funds (90% of the allocation) for distribution to Community Action Agencies (CAAs) for the period October 1, 2008 through September 30, 2009 is \$23,074,113. Therefore, all CAA 90% allocations have increased.

In addition to the 90% Formula Funds, CAAs have been allocated funds from the following sources:

1. FY2009 CSBG Discretionary Funds to Meet the Minimum Funding Level: Discretionary funds have been distributed to bring agencies up to the minimum \$150,000 funding level. These funds total \$106,925.
2. CAA Unexpended FY2008 CSBG Formula Funds: Carry-forward funds in the amount of \$2,116,129 have been incorporated into the Total Funds Available for each CAA. The carry-forward amounts are identified in the attached Plan Modification Guidelines.
3. FY2009 CSBG Discretionary Funds Set Aside for T/TA Allocations: Discretionary funds have been distributed for Training & Technical Assistance activities. Each CAA is receiving an allocation of \$3,000 specifically for "T/TA activities" and \$7,000 as a "Training Premium." (No change from the initial planning allocations.)

**Note:** Any CSBG-D T/TA funds not spent by the agency will lapse back to the state for future discretionary activities.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 301	Page 2 of 2
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions:  <b>COMMUNITY SERVICES BLOCK GRANT</b>		EFFECTIVE DATE 04/17/09 END DATE 09/30/09 ISSUE DATE 04/17/09

The TOTAL grant award for each CAA is identified in the attached Guidelines for Amending the CAA Community Action Plan. Once the CAA's amended plan has been approved, DHS will process a signed Notice of Funds Available (NFA) to incorporate all additional funds.

## POLICY

CAAs shall prepare and submit a modification/amendment to their FY2009 CSBG CAP in accordance with the enclosed Guidelines. **Amended plans are due by Friday, May 15, 2009.**

Note: All amendment forms are available electronically and all forms, except for the Modification Request and the Plan Coversheet, were initially provided to each CAA for the FY2009 CSBG CAP planning process on August 1, 2008. The forms have not been updated or changed. All forms included in the "submission checklist" can be emailed to you by your grant manager upon request.

## SUBMITTAL INSTRUCTIONS

**Send, via Email**, the amended CAP documents to your Bureau grant manager. Addresses as follows:

Jean Luttig	Email: <a href="mailto:luttig@michigan.gov">luttig@michigan.gov</a>
Dianne Morales	Email: <a href="mailto:moralesd@michigan.gov">moralesd@michigan.gov</a>
Jim Turner	Email: <a href="mailto:turnerj@michigan.gov">turnerj@michigan.gov</a>
Viran Parag	Email: <a href="mailto:paragv@michigan.gov">paragv@michigan.gov</a>

**Exception 1 – Paper copy must be submitted:** If the agency is submitting an Equipment Waiver Request (DHS-4328), an original signed copy, with attachments, must be mailed to the agency's grant manager.

**Exception 2 – Paper copy must be submitted:** If the agency's Indirect Cost Rate Agreement has changed or is different than the Rate Agreement submitted with the initial CSBG Plan, a copy of the current Rate Agreement must be mailed or faxed to the agency's grant manager.

## INQUIRIES

Questions regarding the Planning Guidelines should be directed to your grant manager.

## Attachment

- FY2009 CSBG Guidelines for Amending the CAA Community Action Plan

**FISCAL YEAR 2009 COMMUNITY SERVICES BLOCK GRANT  
TOTAL FUNDS AVAILABLE  
Effective: October 1, 2008 through September 30, 2009**

<b>AGENCY</b>	<b>(A) FY09 FINAL Allocations All Funds (See Att #2)</b>	<b>(B) FY08 Carry Forward (See Att #3)</b>	<b>(C=A+B) TOTAL FUNDS AVAILABLE</b>
ACSET-Community Action Agency	991,365	0	991,365
Alger-Marquette CAB	193,166	18,419	211,585
Allegan County RDC	185,018	30,735	215,753
Baraga-Houghton-Keweenaw	194,238	0	194,238
CAA of South Central MI	620,070	31,718	651,788
Capital Area Community Services	1,092,225	231	1,092,456
Chippewa-Luce-Mackinac	183,299	0	183,299
Community Action AgencyJ,L,H	503,806	0	503,806
Detroit - Dept of Human Services	7,016,197	963,988	7,980,185
Dickinson-Iron CSA	160,000	0	160,000
EOC of St. Clair County	278,779	81,741	360,520
Eight CAP, Inc.	595,425	0	595,425
Five CAP, Inc.	307,287	188,191	495,478
Genesee County CARD	1,164,913	0	1,164,913
Gogebic-Ontonagon CAA	160,000	20,813	180,813
Human Dev Commission	393,056	0	393,056
Kalamazoo County HDB	556,335	132,317	688,652
Macomb County CSA	878,851	0	878,851
Menominee-Delta-Schoolcraft	190,487	42,497	232,984
Mid Michigan CAA	772,499	47,575	820,074
Monroe County Opportunity	222,523	0	222,523
Muskegon-Oceana CAP	508,383	106,973	615,356
Northeast Michigan CSA	561,470	134,104	695,574
Northwest Michigan CAA	519,902	138,545	658,447
Oakland-Livingston HSA	1,347,658	0	1,347,658
Ottawa County CAA	278,779	34,530	313,309
Saginaw County CAC	614,780	95,760	710,540
Southwest Michigan CAA	726,512	47,992	774,504
Washtenaw Co ETCS Group	597,568	0	597,568
Wayne Metro CAA	1,666,446	0	1,666,446
<b>TOTALS</b>	<b>\$ 23,481,038</b>	<b>\$ 2,116,129</b>	<b>\$ 25,597,167</b>

**Attachment A**

**FY 2009 CSBG "FINAL" Formula Allocations  
[90% FUNDS]**

**Allocations Based on Funding Formula Factors and 2000 Census Data**

<b>Community Action Agency</b>	<b>Base Allocation \$25,000</b>	<b>CAA's Proportion of Persons With Incomes Below 125% of Poverty</b>	<b>Allocation Based on Proportion of Persons With Incomes Below 125% of Poverty (84% of Formula)</b>	<b>CAA's Proportion of Persons In Excess Poverty</b>	<b>Allocation Based on Proportion of Persons With Incomes In Excess Poverty (10% of Formula)</b>	<b>CAA's Proportion of Persons In Extreme Poverty</b>	<b>Allocation Based on Proportion of Persons In Extreme Poverty (6% of Formula)</b>	<b>Total Formula Allocation</b>	<b>TOTAL ALLOCATION [Formula Funds Plus Base Amount]</b>
ACSET-Community Action Agency	\$25,000	5.1%	\$956,365	0.000%	\$0	0.000%	\$0	\$956,365	\$981,365
Alger-Marquette CAB	\$25,000	0.8%	\$150,018	0.365%	\$8,148	0.000%	\$0	\$158,166	\$183,166
Allegan County RDC	\$25,000	0.8%	\$150,018	0.000%	\$0	0.000%	\$0	\$150,018	\$175,018
Baraga-Houghton-Keweenaw CAA	\$25,000	0.7%	\$131,266	1.253%	\$27,972	0.000%	\$0	\$159,238	\$184,238
CAA of South Central Michigan	\$25,000	3.0%	\$562,568	1.008%	\$22,503	0.000%	\$0	\$585,070	\$610,070
Capital Area Community Services	\$25,000	5.1%	\$956,365	4.518%	\$100,860	0.000%	\$0	\$1,057,225	\$1,082,225
Chippewa-Luce-Mackinac CAHRA	\$25,000	0.7%	\$131,266	0.763%	\$17,033	0.000%	\$0	\$148,299	\$173,299
Community Action Agency J,L,H	\$25,000	2.5%	\$468,806	0.000%	\$0	0.000%	\$0	\$468,806	\$493,806
Detroit - Dept of Human Services	\$25,000	22.2%	\$4,163,001	66.705%	\$1,489,130	99.225%	\$1,329,066	\$6,981,197	\$7,006,197
Dickinson-Iron CSA	\$25,000	0.4%	\$75,009	0.115%	\$2,567	0.000%	\$0	\$77,576	\$102,576
EOC of St. Clair County	\$25,000	1.3%	\$243,779	0.000%	\$0	0.000%	\$0	\$243,779	\$268,779
Eight CAP, Inc.	\$25,000	2.6%	\$487,559	2.919%	\$65,164	0.575%	\$7,702	\$560,425	\$585,425
Five CAP, Inc.	\$25,000	1.3%	\$243,779	1.157%	\$25,829	0.200%	\$2,679	\$272,287	\$297,287
Genesee County CARD	\$25,000	5.4%	\$1,012,622	5.254%	\$117,291	0.000%	\$0	\$1,129,913	\$1,154,913
Gogebic-Ontonagon CAA	\$25,000	0.3%	\$56,257	0.414%	\$9,242	0.000%	\$0	\$65,499	\$90,499
Human Development Commission	\$25,000	1.9%	\$356,293	0.079%	\$1,764	0.000%	\$0	\$358,056	\$383,056
Kalamazoo County HDB	\$25,000	2.6%	\$487,559	1.513%	\$33,776	0.000%	\$0	\$521,335	\$546,335
Macomb County CSA	\$25,000	4.5%	\$843,851	0.000%	\$0	0.000%	\$0	\$843,851	\$868,851
Menominee-Delta-Schoolcraft CA	\$25,000	0.8%	\$150,018	0.245%	\$5,469	0.000%	\$0	\$155,487	\$180,487
Mid-Michigan CAA	\$25,000	3.6%	\$675,081	2.796%	\$62,418	0.000%	\$0	\$737,499	\$762,499
Monroe County Opportunity Pro	\$25,000	1.0%	\$187,523	0.000%	\$0	0.000%	\$0	\$187,523	\$212,523
Muskegon-Oceana CAAP	\$25,000	2.3%	\$431,302	1.885%	\$42,081	0.000%	\$0	\$473,383	\$498,383
Northeast MI CSA	\$25,000	2.5%	\$468,806	2.583%	\$57,663	0.000%	\$0	\$526,470	\$551,470
Northwest MI CAA	\$25,000	2.5%	\$468,806	0.721%	\$16,096	0.000%	\$0	\$484,902	\$509,902
Oakland-Livingston HSA	\$25,000	7.0%	\$1,312,658	0.000%	\$0	0.000%	\$0	\$1,312,658	\$1,337,658
Ottawa County CAA	\$25,000	1.3%	\$243,779	0.000%	\$0	0.000%	\$0	\$243,779	\$268,779
Saginaw County CAC	\$25,000	2.7%	\$506,311	3.291%	\$73,469	0.000%	\$0	\$579,780	\$604,780
Southwest MI CAA	\$25,000	3.4%	\$637,577	2.416%	\$53,935	0.000%	\$0	\$691,512	\$716,512
Washtenaw County ETCS	\$25,000	3.0%	\$562,568	0.000%	\$0	0.000%	\$0	\$562,568	\$587,568
Wayne Metropolitan CAA	\$25,000	8.7%	\$1,631,446	0.000%	\$0	0.000%	\$0	\$1,631,446	\$1,656,446
<b>TOTALS</b>	<b>\$750,000</b>	<b>100.0%</b>	<b>\$18,752,255</b>	<b>100.0%</b>	<b>\$2,232,411</b>	<b>100.0%</b>	<b>\$1,339,447</b>	<b>\$22,324,113</b>	<b>\$23,074,113</b>

**FISCAL YEAR 2009 COMMUNITY SERVICES BLOCK GRANT  
CAA "FINAL" ALLOCATIONS - All Funds  
Effective: October 1, 2008 through September 30, 2009**

AGENCY	(A) * FORMULA Allocation (90% Funds)	(B) ** Adjustment to Increase Funding Level to Minimum \$150,000	(C) TOTAL FY2009 FORMULA Allocation (C=A+B)	(D) CSBG-D T/TA Allocation	(E) *** CSBG-D Training Premium	(F=C+D+E) TOTAL ALLOCATION
ACSET-Community Action Agency	981,365		981,365	3,000	7,000	991,365
Alger-Marquette CAB	183,166		183,166	3,000	7,000	193,166
Allegan County RDC	175,018		175,018	3,000	7,000	185,018
Baraga-Houghton-Keweenaw	184,238		184,238	3,000	7,000	194,238
CAA of South Central MI	610,070		610,070	3,000	7,000	620,070
Capital Area Community Services	1,082,225		1,082,225	3,000	7,000	1,092,225
Chippewa-Luce-Mackinac	173,299		173,299	3,000	7,000	183,299
Community Action AgencyJ,L,H	493,806		493,806	3,000	7,000	503,806
Detroit - Dept of Human Services	7,006,197		7,006,197	3,000	7,000	7,016,197
Dickinson-Iron CSA	102,576	47,424	150,000	3,000	7,000	160,000
EOC of St. Clair County	268,779		268,779	3,000	7,000	278,779
Eight CAP, Inc.	585,425		585,425	3,000	7,000	595,425
Five CAP, Inc.	297,287		297,287	3,000	7,000	307,287
Genesee County CARD	1,154,913		1,154,913	3,000	7,000	1,164,913
Gogebic-Ontonagon CAA	90,499	59,501	150,000	3,000	7,000	160,000
Human Dev Commission	383,056		383,056	3,000	7,000	393,056
Kalamazoo County HDB	546,335		546,335	3,000	7,000	556,335
Macomb County CSA	868,851		868,851	3,000	7,000	878,851
Menominee-Delta-Schoolcraft	180,487		180,487	3,000	7,000	190,487
Mid Michigan CAA	762,499		762,499	3,000	7,000	772,499
Monroe County Opportunity	212,523		212,523	3,000	7,000	222,523
Muskegon-Oceana CAP	498,383		498,383	3,000	7,000	508,383
Northeast Michigan CSA	551,470		551,470	3,000	7,000	561,470
Northwest Michigan CAA	509,902		509,902	3,000	7,000	519,902
Oakland-Livingston HSA	1,337,658		1,337,658	3,000	7,000	1,347,658
Ottawa County CAA	268,779		268,779	3,000	7,000	278,779
Saginaw County CAC	604,780		604,780	3,000	7,000	614,780
Southwest Michigan CAA	716,512		716,512	3,000	7,000	726,512
Washtenaw Co ETCS Group	587,568		587,568	3,000	7,000	597,568
Wayne Metro CAA	1,656,446		1,656,446	3,000	7,000	1,666,446
<b>TOTALS</b>	<b>\$ 23,074,113</b>	<b>\$ 106,925</b>	<b>\$ 23,181,038</b>	<b>\$ 90,000</b>	<b>\$ 210,000</b>	<b>\$ 23,481,038</b>

\*See Attachment #1 \*\*FY09 CSBG Discretionary Funds \*\*\*FY09 Discretionary Funds Earmarked for MCAAA Training Agreement

**FY2008 CSBG CARRY FORWARD**

Review Period: October 1, 2007 through September 30, 2008

**CAA EXPENDITURES and CARRYFORWARD into FY2009**

AGENCY	(A) FY08 TOTAL FUNDS AVAILABLE	(B) * CSBG-D T/TA FUNDS (SUBTRACT)	(C) FY08 FORMULA FUNDS (90% FUNDS)	EXPENDITURES			TOTAL UNEXPENDED FUNDS TO BE CARRIED FORWARD (G) [= C minus F]
				(D) PA 01 Admin	(E) PA 02 Direct Program	(F) TOTAL Expenditures	
ACSET-Community Action Agency	922,038	(3,000)	919,038	144,944	774,094	919,038	0
Alger-Marquette CAB	196,216	(3,000)	193,216	139,966	34,831	174,797	18,419
Allegan County RDC	168,241	(3,000)	165,241	40,532	93,974	134,506	30,735
Baraga-Houghton-Keweenaw	176,860	(3,000)	173,860	32,994	140,866	173,860	0
CAA of South Central MI	668,661	(3,000)	665,661	190,183	443,760	633,943	31,718
Capital Area Community Services	1,034,598	(3,000)	1,031,598	911,998	119,369	1,031,367	231
Chippewa-Luce-Mackinac	166,634	(3,000)	163,634	67,523	96,111	163,634	0
Community Action AgencyJ,L,H	466,254	(3,000)	463,254	55,776	407,478	463,254	0
Detroit - Dept of Human Services	7,285,086	(3,000)	7,282,086	1,817,451	4,500,647	6,318,098	963,988
Dickinson-Iron CSA	153,000	(3,000)	150,000	35,565	114,435	150,000	0
Eight CAP, Inc.	609,004	(3,000)	606,004	254,216	270,047	524,263	81,741
EOC of St. Clair County	255,892	(3,000)	252,892	36,784	216,108	252,892	0
Five CAP, Inc.	397,809	(3,000)	394,809	91,656	114,962	206,618	188,191
Genesee County CARD	1,084,275	(3,000)	1,081,275	362,853	718,422	1,081,275	0
Gogebic-Ontonagon CAA	158,475	(3,000)	155,475	80,326	54,336	134,662	20,813
Human Dev Commission	362,722	(3,000)	359,722	56,340	303,382	359,722	0
Kalamazoo County HDB	577,997	(3,000)	574,997	131,136	311,544	442,680	132,317
Macomb County CSA	817,001	(3,000)	814,001	155,641	658,360	814,001	0
Menominee-Delta-Schoolcraft	177,954	(3,000)	174,954	60,131	72,326	132,457	42,497
Mid Michigan CAA	729,577	(3,000)	726,577	177,747	501,255	679,002	47,575
Monroe County Opportunity	203,302	(3,000)	200,302	131,746	68,556	200,302	0
Muskegon-Oceana CAP	592,475	(3,000)	589,475	130,646	351,856	482,502	106,973
Northeast Michigan CSA	676,208	(3,000)	673,208	25,606	513,498	539,104	134,104
Northwest Michigan CAA	578,987	(3,000)	575,987	105,511	331,931	437,442	138,545
Oakland-Livingston HSA	1,255,111	(3,000)	1,252,111	326,328	925,783	1,252,111	0
Ottawa County CAA	347,933	(3,000)	344,933	51,196	259,207	310,403	34,530
Saginaw County CAC	627,160	(3,000)	624,160	226,540	301,860	528,400	95,760
Southwest Michigan CAA	719,454	(3,000)	716,454	161,226	507,236	668,462	47,992
Washtenaw Co ETCS Group	553,905	(3,000)	550,905	68,908	481,997	550,905	0
Wayne Metro CAA	1,553,123	(3,000)	1,550,123	511,900	1,038,223	1,550,123	0
<b>TOTALS</b>	<b>23,515,952</b>	<b>(90,000)</b>	<b>23,425,952</b>	<b>6,583,369</b>	<b>14,726,454</b>	<b>21,309,823</b>	<b>2,116,129</b>

\*Special CSBG-D T/TA Allocations and Expenditures are not included in the carry-forward calculations because T/TA Funds may not be carried forward.

**FY09 CSBG - DETAIL FOR NFA INCREASE**

<b>AGENCY</b>	<b>[A] FY 09 TOTAL FUNDS AVAILABLE (See Attachment A)</b>	<b>[B] FY 09 CURRENT GRANT AMOUNT (NFA Action No. 1)</b>	<b>[C] AMOUNT OF INCREASE [A minus B]</b>
ACSET-Community Action Agency	\$ 991,365	\$ 929,038	\$ 62,327
Alger-Marquette CAB	\$ 211,585	\$ 182,858	\$ 28,727
Allegan County RDC	\$ 215,753	\$ 175,241	\$ 40,512
Baraga-Houghton-Keweenaw	\$ 194,238	\$ 183,860	\$ 10,378
CAA of South Central MI	\$ 651,788	\$ 581,941	\$ 69,847
Capital Area Community Services	\$ 1,092,456	\$ 1,023,325	\$ 69,131
Chippewa-Luce-Mackinac	\$ 183,299	\$ 173,634	\$ 9,665
Community Action AgencyJ,L,H	\$ 503,806	\$ 473,254	\$ 30,552
Detroit - Dept of Human Services	\$ 7,980,185	\$ 6,561,224	\$ 1,418,961
Dickinson-Iron CSA	\$ 160,000	\$ 160,000	\$ -
EOC of St. Clair County	\$ 360,520	\$ 262,892	\$ 97,628
Eight CAP, Inc.	\$ 595,425	\$ 558,901	\$ 36,524
Five CAP, Inc.	\$ 495,478	\$ 289,542	\$ 205,936
Genesee County CARD	\$ 1,164,913	\$ 1,091,275	\$ 73,638
Gogebic-Ontonagon CAA	\$ 180,813	\$ 160,000	\$ 20,813
Human Dev Commission	\$ 393,056	\$ 369,722	\$ 23,334
Kalamazoo County HDB	\$ 688,652	\$ 522,359	\$ 166,293
Macomb County CSA	\$ 878,851	\$ 823,857	\$ 54,994
Menominee-Delta-Schoolcraft	\$ 232,984	\$ 180,354	\$ 52,630
Mid Michigan CAA	\$ 820,074	\$ 724,436	\$ 95,638
Monroe County Opportunity	\$ 222,523	\$ 210,302	\$ 12,221
Muskegon-Oceana CAP	\$ 615,356	\$ 477,532	\$ 137,824
Northeast Michigan CSA	\$ 695,574	\$ 527,159	\$ 168,415
Northwest Michigan CAA	\$ 658,447	\$ 488,300	\$ 170,147
Oakland-Livingston HSA	\$ 1,347,658	\$ 1,262,111	\$ 85,547
Ottawa County CAA	\$ 313,309	\$ 262,892	\$ 50,417
Saginaw County CAC	\$ 710,540	\$ 576,995	\$ 133,545
Southwest Michigan CAA	\$ 774,504	\$ 681,445	\$ 93,059
Washtenaw Co ETCS Group	\$ 597,568	\$ 560,905	\$ 36,663
Wayne Metro CAA	\$ 1,666,446	\$ 1,560,123	\$ 106,323
<b>TOTALS</b>	<b>\$ 25,597,167</b>	<b>\$ 22,035,477</b>	<b>\$ 3,561,690</b>

# **CAP PART I and II**

CSBG Work Program, Expenditure Plan and ROMA Outcomes

---

## **FISCAL YEAR 2009 COMMUNITY SERVICES BLOCK GRANT (CSBG)**

### **GUIDELINES FOR AMENDING the CAA COMMUNITY ACTION PLAN for October 1, 2008 through September 30, 2009**

**Department of Human Services  
Bureau of Community Action & Economic Opportunity  
Grand Tower - Suite 1314  
P. O. Box 30037  
Lansing, Michigan 48909**

**April 17, 2009**

**Attachment to CSPM Item 301 – Issue Date 04/17/09**

## TABLE OF CONTENTS

	<u>Page</u>
I. FY 2009 Amended Community Action Plan.....	1
II. FY 2009 Final Allocations.....	1
III. FY 2009 Carry-In (FY2008 Carry-Forward).....	1
IV. FY 2009 Carry-Forward (FY 2010 Carry-In).....	2
V. FY 2009 Final Expenditures Report .....	2
VI. Amended Expenditure Plan and Reporting Requirements .....	2
VII. Plan Modification Submission Requirements.....	5
VIII. Amended Plan – Submission Checklist .....	6

\*\*\*

### **ATTACHMENT A. FY2009 CSBG – CAA TOTAL FUNDS AVAILABLE**

<b>Attachment #1</b>	<b>FY2009 CSBG FORMULA ALLOCATIONS [90% Funds]</b>
<b>Attachment #2</b>	<b>FY2009 CSBG – CAA FINAL ALLOCATIONS – All Funds</b>
<b>Attachment #3</b>	<b>FY2008 CSBG Carry Forward [CAA Expenditures and Carry Forward]</b>
<b>Attachment #4</b>	<b>FY2009 CSBG – DETAIL FOR NFA INCREASE</b>

\*\*\*

**ATTACHMENT B** Amended CAP – Plan Coversheet and Submission Checklist

**ATTACHMENT C** Modification Request – form DHS-1058

## I. FY2009 AMENDED COMMUNITY ACTION PLAN & ALLOCATION

- CAAs are to submit a revised Community Action Plan showing planned expenditure of the total REGULAR CSBG funds available as noted in **Attachment A - TOTAL FUNDS AVAILABLE**. **NOTE:** CSBG ARRA Stimulus (CSBG-S) Funds are not to be included in this spending plan. CAAs will submit a separate plan for expenditure of the CSBG-S Funds.

## II. FY2009 FINAL ALLOCATIONS

- **ATTACHMENT #1: FY 2009 CAA Formula Allocations “90% Funds”** – Allocations total \$23,074,113 based on State Funds totaling \$25,637,903. These funds have been distributed to CAAs using the CSBG Funding Formula Factors.
- **ATTACHMENT #2: FY 2009 CAA Final Allocations – All Funds** – This chart incorporates all **REGULAR CSBG funds** noted above as well as:
  1. Allocation adjustments to meet the minimum \$150,000 funding level (additional funds from the State’s CSBG Discretionary dollars).
  2. CSBG Discretionary funds allocated to each CAA as follows:
    - \$3,000 for “T/TA” and
    - \$7,000 for “Training Premium/Training.”
- **ATTACHMENT #3: FY2008 CAA Expenditures & Carry Forward (FY09 Carry-In)** – All CAA unexpended 90% Formula Funds have been carried into FY09; these funds total \$2,116,129. The carry-forward amounts are based on the FINAL Statement of Expenditure reports submitted by the CAAs for the period ended September 30, 2008.
- **ATTACHMENT #4: FY2009 CSBG – DETAIL for NFA Increase – AMOUNT OF INCREASE** – This chart shows each CAA’s initial “planning” allocation (current grant amount – NFA Action 1), the FY2009 Total Funds Available and the amount of the increase in funds for each CAA.

## III. FY2009 CARRY-IN (FY2008 CARRY FORWARD)

As indicated in April 2008, the carry-forward limitations in CSPM Item 507 (**Unexpended Funds – Carry-Forward Policy**) were suspended for the FY08 funding period. Therefore, CAAs may carry forward all unexpended FY08 allocated Formula Funds into FY09. (This does not include unexpended CSBG Discretionary funds which were allocated to agencies specifically for T/TA activities.) Each agency’s carry-forward amount has been determined based on the expenditures reported in the FINAL September 30, 2008 Statement of Expenditures report. See **Attachment #3 – FY2008 CAA Expenditures & Carry Forward**.

NOTE: Carry-in funds shall be combined with current year funds for budgeting and reporting purposes.

#### IV. **FY2009 CARRY FORWARD (FY2010 CARRY IN)**

CAAs should plan to spend their total funds available for FY09. However, to correspond with the Congressional intent, the carry-forward limitations identified in CSPM Item 507 will be suspended for the FY09 funding period.

“.., That to the extent Community Services Block Grant funds are distributed as grant funds by a State to an eligible entity as provided under the Act, and have not been expended by such entity, they shall remain with such entity for carryover into the next fiscal year for expenditure by such entity consistent with program purposes:...”

Therefore, in instances where a CAA does not spend all of its 90% Funds by September 30, 2009, the unexpended balance will be identified by DHS and made available as carry forward into FY2010.

*In light of the fact that the CSBG program, and related expenditures, is under scrutiny at the federal level, DHS strongly encourages agencies to manage the use of these funds to the fullest extent during the funding period.*

#### V. **FY2009 FINAL EXPENDITURES REPORT**

CSPM Item 507 requires that agencies submit their **September 30** Statement of Expenditures report by the due date identified by DHS. All FINAL reports must be received no later than December 31, 2009 so that carry forward can be determined and included in the FY2010 funding agreements.

#### VI. **AMENDED EXPENDITURE PLAN and REPORTING REQUIREMENTS**

The CSBG planning format includes three program accounts (PA): **Administration** (Admin), **Direct Program** and **Training**. Allowable activities under each program account is discussed below. Please review CSPM Item 402.1 for an expanded explanation of allowable activities for **Admin** and **Direct Program** and for allowable and unallowable costs under each cost line item.

##### 1. **Administration**

Admin costs include administering and managing the central staff and centralized functions of the agency and prorated costs associated with the single agency audit. Management research activities (such as the collection, storage, and retrieval of management information) are included when they are not part of a specific project, but are utilized as a means of central administrative control. **Admin also includes expenditures for support for members of the governing body or policy advisory councils.**

Admin costs do not include costs for administration, management or overhead directly

linked to a specific project operated by the grantee. Such administration should be included as part of the cost of the program/project. For example, administrative overhead and general support for a CAA community center should be reported under PA Direct Program.

**NOTE:**

- There is no limit on the percentage of CSBG funds that may be utilized for administrative costs. However, under an efficiency measure approved by the Office of Management and Budget, one of the goals for the CSBG program is to reduce the total amount of sub-grantee CSBG administrative funds expended each year. The FY09 goal for CSBG for total sub-grantee administrative expenditures is 15% of total expenditures. Therefore, CAAs are strongly encouraged to minimize administrative expenses whenever possible.
- Therefore, if your planned administrative costs will exceed 15% of the total grant amount, please review the definitions and guidelines in CSPM Item 402.1 – Program Accounts, Cost Categories/Line Items, Allowable & Unallowable Costs, including its Attachment B “HHS/OCS IM No. 37” to determine if the agency has fully implemented the guidance provided. If you have questions concerning Item 402.1, or the accompanying IM No. 37, please contact your grant manager for assistance.
- As an additional reference, the NASCSP CSBG/IS 2008 Instructions, under Basic Definitions, states the following:

Administrative costs for CSBG reporting are defined by the Office of Community Services as “equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services” (<http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im37.html>).

## **2. Direct Program**

These costs include services and activities geared toward: attaining an adequate education, securing meaningful employment, acquiring adequate housing and living environments, obtaining emergency assistance, participating in community affairs, addressing the needs of youth and removing obstacles to improved self-sufficiency.

Allowable costs also include activities related to the **core** CSBG program purpose, which are significant and necessary to the grantee's mission, such as: coordinating, strengthening and expanding local services and programs related to self-sufficiency and the reduction of poverty. These include but are not limited to:

- Multi-agency strategic planning, community-wide needs assessments and dialogues/forums/summits on poverty and/or low-income population issues (activities involving multiple service providers or organizations).
- Salaries and fringe benefits for Planners and Grant Writers.
- Internet web sites where an agency's programs are identified along with the eligibility requirements, service benefits and/or where to apply for services.

For planning purposes and for completing the Summary of Work Program & Planned Expenditures and the Work Program forms, activities are grouped under the following nine (9) major **program categories**:

1. **EMPLOYMENT**
2. **EDUCATION**
3. **INCOME MANAGEMENT**
4. **HOUSING**
5. **EMERGENCY SERVICES**
6. **NUTRITION**
7. **LINKAGES WITH OTHER PROGRAMS**
8. **SELF-SUFFICIENCY**
9. **HEALTH**

When completing the Work Program forms, please refer to the "NASCSP" Glossary (see the copy provided in August 2008) which lists and describes all the service titles/subcategories for each program category. Each major **program category** includes specific service codes and service titles identifying activities and services. These are further sub-classified as either "direct services" or "non-service."

**Note:** If any of the agency's "**core**" program activities do not directly relate to one of the nine (9) program categories listed above, such costs can be included under "Self-Sufficiency" - one of the main objectives of CSBG.

### **3. Training/Technical Assistance (T/TA) and Training Premium**

- a) Training/Technical Assistance (T/TA) – CSBG-D Allocation of \$3,000:  
All T/TA costs must be identified in the CSBG Expenditure Plan in the T/TA column.

Allowable costs include:

- Training for grantee staff to improve program planning, to clearly identify and report agency program outcomes and to improve program performance (ROMA related activities).

- Agency capacity-building and quality improvement activities related to the mission of CSBG, including strategic planning, community needs assessments and the coordination and strengthening of community based programs.

b) Training Premium – CSBG-D Allocation of \$7,000:

All Training Premium costs must be identified in the CSBG Expenditure Plan in the T/TA column.

Allowable costs:

- These funds are specifically earmarked to cover training activities/opportunities to be provided through an agreement between the CAA state association/ MCAAA and the CAAs.

## VII. PLAN MODIFICATION SUBMISSION REQUIREMENTS

### **CAP Part I (CSBG Plan) and Part II (ROMA Plan)**

#### **A. Modification Request – DHS-1058 (04-06)**

#### **B. Narrative: Administrative Costs**

An amended Administrative Costs Narrative must be submitted (whether or not the actual amount of funds budgeted as “Administrative Costs” changes).

#### **C. REVISED Summary of Work Program & Planned Expenditures – DHS-1062**

CAAs shall submit a revised Summary to reflect the total funds in the Expenditure Plan.

#### **D. REVISED Work Program – DHS-1064 (08/07) – Optional**

Only submit a revision if changes are being made to **include additional activities not previously identified in the original plan**. Only submit the pages where you have made changes under specific Program Categories.

#### **E. REVISED Expenditure Plan – CM-468-CSBG (08/07)**

CAAs shall submit a revised 12-month expenditure plan for the amount of funds identified in **Attachment A – FY2008 Total Funds Available**.

**Note:** We encourage agencies to work from (make changes to) their current approved expenditure spreadsheet rather than developing a new document.

#### **F. Equipment Waiver Request Form - DHS-4328 – If Applicable**

The DHS/Bureau will accept waiver requests to purchase “equipment” (single item costing \$5,000 or more) during the CAA’s amendment process. Written waivers will be granted on a case-by-case basis. Requests must demonstrate the benefits to be realized by the CSBG income-eligible population.

Complete all items of information, secure appropriate signatures, attach all required information and submit a copy of the total package by mail.

**G. Amended ROMA Plan – Performance Target Outlines (PTOs) – Optional**

Submit changes to your ROMA Plan if you are planning **additional activities/outcomes not previously identified in the original ROMA plan (NEW PTOs)** or **if changes are being made to PTOs submitted in the original ROMA plan (REVISED PTOs)**. Mark PTOs as either “NEW” or “REVISED.”

**H. Staff Respondent Form – DHS-1065 (08/07)**

Please identify the appropriate staff to contact to discuss any questions concerning the details of the amended plan. Note: In most instances, the appropriate staff person(s) to contact may not be the CAA Executive Director

**VIII. AMENDED PLAN – SUBMISSION CHECKLIST**

**The modification to the Community Action Plan should include the following:**

- A.** FY09 Amended CAP - Plan Coversheet and Submission Checklist – See Attachment B
- B.** Modification Request – DHS-1058 (04/06) – See Attachment C
- C.** Narrative: CSBG Administration Costs \*
- D.** Revised Summary of Work Program & Planned Expenditures – DHS-1062 (08/07)\*
- E.** Revised Work Program – DHS-1064 (08/07) – Optional \*
- F.** Revised Expenditure Plan – CM-468-CSBG (08/07) \*
- G.** Indirect Cost Rate Agreement – If Applicable
- H.** Equipment Waiver Request Form – DHS-4328 – If Applicable \*
- I.** Amended ROMA Plan (NEW or REVISED PTOs) – Optional \*
- J.** Staff Respondents - DHS-1065 (08/07) \*

\* These forms were included in the original FY09 CSBG planning materials which were distributed to the CAAs electronically in August 2008.

# FY09 AMENDED CAP PLAN COVERSHEET and SUBMISSION CHECKLIST

Complete the following checklist and submit the checklist with the Amended CAP

Agency Name:

ENCLOSED  
YES NO

- **Modification Request Form (DHS-1058)**  YES  NO
- **Summary of Work Program & Planned Expenditures**  YES  NO
- **Narrative: CSBG Administration Costs**  YES  NO
- **Amended Work Program Pages** – If applicable  YES  NO  
 If amended pages are being submitted, list each applicable Direct Program “Category Name” in the text fields below. (Example: Housing)  
 -  
 -  
 -  
 -  
 -
- **CSBG Expenditure Plan Spreadsheet**  YES  NO
- **Indirect Cost Rate Agreement** – If Applicable  YES  NO (by mail or fax)
- **Equipment Waiver Request** – If Applicable  YES  NO (original by mail)
- **Amended ROMA Plan Pages** – If Applicable  YES  NO  
 if **NEW** or **REVISED** PTOs are being submitted, list the applicable indicators (by number, letter and measure) in the text fields below – also note if the PTO is **NEW** or **REVISED**. (Example: Revised – 1.3.U.1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days.)  
 -  
 -  
 -  
 -  
 -  
 -  
 -
- **Staff Respondents**  YES  NO

**Instructions to complete this form electronically:**

- *To type in the agency name, or in the other 2 fields, place cursor in the “text form field” and type.*
- *To insert an “x” in a check box, place cursor on the box and “click.” To remove “x,” place cursor on box and “click.”*

# MODIFICATION REQUEST

## DEPARTMENT OF HUMAN SERVICES

AUTHORITY: PA 230 OF 1981 COMPLETION: MANDATORY PENALTY: NON-ACCEPTANCE OF DOCUMENT	THE DEPARTMENT OF HUMAN SERVICES WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY, OR POLITICAL BELIEFS.
---	---

1. GRANTEE NAME AND ADDRESS	2. PROGRAM NAME AND AGREEMENT NUMBER
	CSBG-09-_____ Modification for REGULAR CSBG Grant Funds

3. PERIOD OF AGREEMENT	4. EFFECTIVE DATE OF MODIFICATION
October 1, 2008 – September 30, 2009	May 1, 2009

5. EXPLANATION FOR MODIFICATION REQUEST	Revised narrative and/ or budget documents must accompany this request.
<p>This modification is in response to DHS Guidelines for Developing a Modification to the FY09 Community Action Plan. The modified plan incorporates the FINAL <u>REGULAR</u> FY09 CSBG CAA Allocations and the FY08 CSBG CAA Carry-Forward Funds.</p> <p><b>NOTE:</b> <u>This plan does not incorporate FY09 CSBG ARRA (Stimulus) Funds.</u></p>	

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 302	Page 1 of 6
Community Services Policy Manual	SUBJECT Funding request instructions:  <p style="text-align: center;"><b>COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS</b></p>		EFFECTIVE DATE 05/16/08 ISSUE DATE 05/16/08

## REFERENCES

- The CSBG Act, P.L. 97-35 of 1981, as amended
- CSPM Item 402.1 – Program Accounts, Cost Categories/Line Items, Allowable & Unallowable Costs for CSBG
- FY2008 ROMA Planning Instructions

## PURPOSE:

To provide guidelines and instructions to Community Action Agencies (CAAs) for submitting requests for Community Services Block Grant (CSBG) Discretionary funds.

## BACKGROUND:

A portion of the state's CSBG Discretionary funds have been set aside specifically for projects and initiatives to address needs identified by local CAAs, including innovative projects. Note: Innovative projects must be designed to eliminate a cause of poverty, to promote self-sufficiency or to promote community revitalization in the CAA's service area. The Bureau of Community Action and Economic Opportunity (BCAEO) is particularly interested in projects that use CSBG funds:

- As seed money to bring in other funds, or
- For pilot projects that have the potential of being copied by other agencies.

## POLICY:

### Agencies Eligible for Funds

To ensure an equitable distribution of funding, only agencies that did not receive CSBG-D-07 contract funds will be eligible to receive funding for a discretionary contract in FY08.

Exception: Agencies that received funds exclusively to provide services to Migrants and Seasonal Farmworkers (in response to the Bureau's survey and application process) or that received funds for specific T/TA activities (as result of the monitoring report process and at the initiation of the Bureau) are exempt from the above limitation.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 302	Page 2 of 6
Community Services Policy Manual	SUBJECT Funding request instructions:  <p style="text-align: center;"><b>COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS</b></p>		EFFECTIVE DATE 05/16/08 ISSUE DATE 05/16/08

### Allowable Activities

Note: Goals and expected results must be measurable.

1. Innovative projects that address a community need. \*

Allowable activities include those that demonstrate a measurable impact on causes of poverty in the agency's service community. Activities must fall within one or more of the following CSBG designated program areas: Employment, Education, Income Management, Housing, Emergency Services, Nutrition, Linkages with Other Programs, Self-Sufficiency and Health.

2. The development of new, community-based partnerships directly related to one of the "Family" or "Community" ROMA Goals, as follows: \*

Goal 1: Low-income people become more self-sufficient. (Family)

Goal 2: The conditions in which low-income people live are improved. (Community)

Goal 3: Low-income people own a stake in their community. (Community)

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems. (Family)

3. Projects that support a sustainable system of continuous quality improvement in agency management and performance, including client case management systems. \*
4. Capacity building directly related to agency goals, staff development and/or governing board structure, role and legal responsibility.
5. Technology needs to strengthen infra-structure and/or reporting needs (such as financial, client tracking and/or reporting software, system hardware and training).

\* Administrative Cost Limit of 15%: Administrative costs are limited to 15% of the total "CSBG" Budget – maximum of \$3,000. (Administrative costs include costs associated with administering and managing central agency staff and centralized functions of the agency as well as prorated costs of the single agency audit.)

### Unallowable Activities

Unallowable activities include:

- The purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility.
- Any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office.
- Any activity to provide voters and prospective voters with transportation to the polls or to provide

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 302	Page 3 of 6
Community Services Policy Manual	SUBJECT Funding request instructions:  <b>COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS</b>		EFFECTIVE DATE 05/16/08 ISSUE DATE 05/16/08

- any similar assistance in connection with any such election.
- Any voter registration activity.
- The purchase of equipment having a unit cost of \$5,000 or more.

Funding CAP of \$20,000:

The \$20,000 limit is per agency, meaning that the total amount of CSBG-D funding an individual agency may apply for may not exceed \$20,000, regardless of the number of projects.

Cash Match:

The funding requirement is 80/20, with 80% of the overall project budget coming from CSBG-D funds and 20% (minimum is 20% of the total budget) coming from match funds as identified by the agency. The match requirement is for cash funds, not in-kind resources. There are no restrictions on the type of funding source (except CSBG funding cannot be used) that can generate the match funds. However, the funds used for “match” cannot have been used as a “match” for another fund source/ program.

Client Service Eligibility

Eligibility for direct services to clients, or for recipients benefiting from the project activities, must be based on 125 percent of the poverty income guidelines published by the U.S. Department of Health and Human Services (see CSPM Items 208 and 502 for current guidelines). This applies to that portion of the project being funded with CSBG funds. If, for example, a project is 60 percent funded by CSBG, at least 60 percent of the services or benefits must go to persons at or below 125 percent of poverty.

**APPLICATION PROCESS – Step 1:**

Concept Paper – Plan Synopsis

To apply for CSBG Discretionary funds, a CAA must first submit a concept paper (complete Attachment I). The concept paper should include the following::

- A. Amount requested and proposed project period.
- B. The “allowable activity” and the need or issue being addressed. (See Allowable Activities in this CSPM Item.)
- C. Main objectives of the project.
- D. Activities planned to be conducted.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 302	Page 4 of 6
Community Services Policy Manual	SUBJECT Funding request instructions:  <p style="text-align: center;"><b>COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS</b></p>		EFFECTIVE DATE 05/16/08 ISSUE DATE 05/16/08

- E. Service area and special characteristics of the population to be served. (For “direct” services, clients must meet the 125% of poverty income guidelines.)
- F. Describe how the project eliminates a cause of poverty, promotes self-sufficiency, promotes community revitalization and/or increases agency capacity.
- G. Names of any collaborating agencies.
- H. If this activity/project is expected to be a continuing project, how will the activity be funded in the future?
- I. Source and amount of matching funds.
- J. Proposed budget and Matching Funds: Provide a brief description of the amount and type of costs expected. Also, complete and submit the “CSBG-D and Matching Share Line Item Budget.” (See Attachment II.)
- K. Identify the amount of Regular CSBG funds carried forward into FY2007 and into FY2008. If funds carried into FY2008 were \$50,000 or more, explain why the carry-forward funds cannot be used for the proposed project.

For planning purposes, please note that agencies will be notified of concept paper funding decisions by June 13, 2008. Therefore, in planning your project timelines, please allow sufficient time for contract execution between funding notification and your project start date. Agencies should not anticipate a contract start date prior to August 1, 2008. The end date will vary according to the project timelines but should be no later than 12 months after your contract begin date.

Concept Paper Due Date

Concept papers must be submitted not later than Friday, June 6, 2008. Send concept papers and attachments electronically to the agency’s grant manager at the following E-mail address:

Jean Luttig	Email: <a href="mailto:luttigj@michigan.gov">luttigj@michigan.gov</a>
Dianne Morales	Email: <a href="mailto:moralesd@michigan.gov">moralesd@michigan.gov</a>
Tracy Ryan	Email: <a href="mailto:ryant@michigan.gov">ryant@michigan.gov</a>
Jim Turner	Email: <a href="mailto:turnerj@michigan.gov">turnerj@michigan.gov</a>

**BCAEO Review of Concept Papers**

Requests will be reviewed by BCAEO and the agency will receive electronic notification of the approval or disapproval of the concept paper/request by June 13, 2008. Approval will be dependent upon the project meeting the intended use of CSBG funds, funding availability, as well as the following: (Note: Funds will be awarded through the contract process.)

1. The overall quality of the project
  - Does this project have innovative qualities?
  - Does this project have the potential of being copied by other agencies?
  - Does this project eliminate a cause of poverty, promote self-sufficiency, promote community revitalization or increase capacity?

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 302	Page 5 of 6
Community Services Policy Manual	SUBJECT Funding request instructions:  <p style="text-align: center;"><b>COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS</b></p>		EFFECTIVE DATE 05/16/08 ISSUE DATE 05/16/08

- Is the implementation well thought out and are the steps clearly defined in the concept paper (activities planned and main objective)?
  - If applicable, what is the agency's ability to continue the project after the CSBG-D funds expire?
  - Does this project have the potential of bringing other resources into the agency?
2. CSBG Prior Year Carry Forward
- Does the agency consistently carry forward a significant amount (\$50,000+) of regular CSBG funds, and if so, are there carry-forward funds that could be used in lieu of CSBG-D funds to support the project request?
3. Match Requirement
- Does the agency meet the 80/20 match requirement as outlined above?

#### Approved Concept Papers

DHS grant managers will notify agencies of the funding decisions by June 13, 2008.

### **APPLICATION PROCESS – Step 2:**

#### Formal Contract Application:

Agencies with approved concept papers must submit a formal application to commence the contract process. Applications must be submitted in a timely manner and with a projected contract begin date of not later than September 15, 2008. (Actual project activities may begin later than September 15, but the formal contracting process should be near completion by this date.)

#### The following elements must be included in the application:

1. **Transmittal Letter** from the CAA Executive Director indicating that the board has reviewed and approved the application.
2. **Agency Information and Work Statement** (Complete Attachment A.)

The Work Statement shall include:

- A. The allowable activity being addressed. (See Allowable Activities in this CSPM Item.)
- B. Project/Program period.
- C. Geographical area to be served.
- D. Location of facilities – where activities will be conducted.
- E. Project/Program description.
- F. Expected result/impact.
- G. Coordination and Collaboration.
- H. Consultants or Subcontractors.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 302	Page 6 of 6
Community Services Policy Manual	SUBJECT Funding request instructions:  <b>COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS</b>		EFFECTIVE DATE 05/16/08 ISSUE DATE 05/16/08

### 3. ROMA PLAN

Submit, at a minimum, one Performance Target Outline (PTO) for the funded project. Note: Refer to the FY08 CAP Part II - ROMA planning materials, dated August 2007, for the appropriate PTO forms. (Electronic copies of all PTO forms were made available.)

### 4. Contract Budget

- A completed CSBG-D Contract Budget, CM-468-CSBG-D.ex1 (05/2007)  
[Refer to CSPM Item 402.1]
- A completed CSBG-D and Matching Funds Line Item Budget (see Attachment II).

#### Submittal Process:

The application must be submitted electronically to the agency's grant manager by E-mail. See the E-mail addresses noted above. A signed copy of the transmittal letter may be submitted electronically, by fax or by mail.

#### Contract Process:

Agencies should plan for a minimum of 30 – 60 days between submission of the full application and the starting date of the contract. Once the application has been approved, the DHS grant manager will forward a contract to the agency for signature and return. Agencies should not incur expenditures until the contract has been signed by DHS.

#### Attachments:

- Attachment I: Concept Paper – Agency Information and Plan Synopsis
- Attachment II: CSBG-D and Matching Share Line Item Budget
- Attachment A: CSBG-D Application – Agency Information and Work Statement

Note: All forms can be obtained by contacting your DHS grant manager.

**CONCEPT PAPER**

Complete all Items 1 --6 and A -- K  
(Type Text in box below each item – Text area is unlimited)

**AGENCY INFORMATION**

1. **AGENCY NAME:**

2. **DATE:**

3. **APPLICATION CONTACT PERSON & TITLE:**

4. **CONTACT PERSON PHONE:**

5. **CONTACT PERSON FAX:**

6. **CONTACT PERSON EMAIL ADDRESS:**

**PLAN SYNOPSIS**

A. **Amount requested and proposed project period.**

B. **State the “allowable activity” (from CSPM Item 302, page 2) and describe the need or issue being addressed.**

C. **Main objectives of the project.**

D. **Activities planned to be conducted.**

**E. Identify the service area and any special characteristics of the population to be served. (For “direct” services, clients must meet the 125% of poverty income guidelines.)**

**F. Describe how the project will eliminate a cause of poverty, promote self-sufficiency, promote community revitalization and/or increase agency capacity**

**G. Names of any collaborating agencies.**

**H. If this activity/project is expected to be a continuing project, how will the activity be funded in the future?**

**I. Source and amount of matching funds (funds cannot be in-kind): Be specific. If from a federal, state or local entity, identify the entity/grantor and program name.**

**J. Proposed Budget: Provide a brief description of the type of costs expected. Complete and submit the “CSBG-D and Matching Funds Line Item Budget.” (See CSPM Item 302 - Attachment II.)**

**K. (a) Identify the amount of Regular CSBG funds carried forward into FY2007.**

**(b) Identify the amount of Regular CSBG funds carried forward into FY2008.**

**(c) If funds carried into FY2008 were \$50,000 or more, explain why these funds cannot be used for the proposed project.**

**\* List Any Attachments Mentioned in A - - K Above.**

**CSBG-D and Matching Share Line Item Budget**  
(A separate Budget must be submitted for each project.)

**Name of Agency:**

**Match Share Fund Source:**  
(a) Identify Fund Source –Be Specific:           (b) Identify period funds are available:

**Check as Appropriate:**  
 **DRAFT** – For Concept Paper: Complete columns B, D & E.  
 **FINAL** – For Contract Application: Complete Columns A through E.

<b>CSBG Budget Line Item: Provide Brief Description <u>CSBG-D Share</u> (A)</b>	<b>CSBG-D Share (B)</b>	<b>MATCH Budget Line Item Provide Brief Description <u>MATCH Share</u> (C)</b>	<b>MATCH Share (D)</b>	<b>TOTAL BUDGET (E=B+D)</b>
Salaries(positions):		Salaries(positions):		
Fringes:		Fringes:		
Occupancy:		Occupancy:		
Communication:		Communication:		
Supplies:		Supplies:		
Equipment:		Equipment:		
Transportation:		Transportation:		
Consultant/Professional Service:		Consultant/Professional Service:		
Specific Assistance:		Specific Assistance:		
Miscellaneous:		Miscellaneous:		
<b>TOTALS</b>		<b>TOTALS</b>		
<b>CSBG % SHARE</b>		<b>Match% SHARE (Minimum is 20% of Total Budget)</b>		

**Bureau of Community Action and Economic Opportunity**

**APPLICATION FOR CSBG-D FUNDS**

The following documents have been emailed to my grant manager.  
(Place "x" in each Box as Applicable.)

- Transmittal Letter from the CAA Executive Director: Letter should indicate that the board has reviewed and approved the application. The signed copy was sent by, check one:  Email  Fax  Mail
- CSBG-D Application – Attachment A (Agency Information and Work Statement)
- ROMA Goal – Performance Target Outline
- CSBG-D Contract Budget, CM468-CSBG-D.exl (04/2007)
- CSBG-D and Matching Share Line Item Budget – Attachment II (05/2008)
  
- Indirect Cost Rate Agreement (if applicable – fax or mail)
- Consultant/Subcontractor – Proposed Subcontract or Memo of Agreement/MOA (if applicable)

(Type requested information in box below each item.)

**AGENCY INFORMATION**

**1. AGENCY NAME:**

**2. AGENCY ADDRESS:**

**3. APPLICATION CONTACT PERSON & TITLE:**

**4. CONTACT PERSON PHONE:**

**5. CONTACT PERSON FAX:**

**6. CONTACT PERSON EMAIL ADDRESS:**

## WORK STATEMENT

---

**A. Which of the five allowable activities (identified in CSPM Item 302, page 2) does this work statement address?**

**B. Project/Program period.**

**C. Geographical area to be served.**

- Identify county/counties or city/cities as applicable.

**D. Location of facilities – where activities will be conducted.**

- Locations should include “the street and city address” if known.

**E. Project/Program description.**

- Describe all proposed activities and services that will be supported in whole or in part by this application and include the method of delivery if applicable.

- Describe any other activities conducted by your agency that **are not supported by this application** but are specifically connected as part of the overall scope of the project.

**F. Describe the expected result/impact.**

**G. Coordination and Collaboration.**

Describe any planned coordination and collaboration activities expected to occur that are essential for a successful project. Indicate other agencies or groups that will be involved and how they will participate.

**H. Consultants or Subcontractors.**

If the agency plans to contract with another entity as a consultant or to provide specific services for clients, the agency must identify both the service and the consultant's/contractor's name below. A copy of the proposed contractual agreement or MOA must be included as part of the formal application. (Refer to CSPM Item 402.1 for specific requirements with regard to Consultants or Subcontractors.)

**\* List any attachments mentioned in A - - H above.**

--

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 303	Page 1 of 3
Community Services Policy Manual	SUBJECT Application Instructions  <b>COMMUNITY SERVICES BLOCK GRANTS - MIGRANT GRANTS</b>		EFFECTIVE DATE 04-13-09 ISSUE DATE 04-13-09

## REFERENCES:

- CSBG Act, P.L. 97-35 of 1981, as amended
- CSPM Item 208 – Poverty Income Guidelines
- CSPM Item 401.1 – Statement of Expenditures for CSBG “Contracts”
- CSPM Item 402.1 CSBG Program Accounts, Cost Categories/Budget Line Items, Allowable and Unallowable Costs
- CSPM Item 502 – CSBG Income Eligibility Guidelines

## PURPOSE

This item provides guidelines and instructions for preparation and submittal of an application for CSBG Discretionary funds (“CSBG-M”) to support services to the migrant and seasonal farm worker population.

## POLICY

Agencies that received funding notification (by electronic-mail on 04/10/2009) may now apply for CSBG-M funds to address emergency needs of their migrant and seasonal farm worker population or to support self-sufficiency activities (Example: ESL – English as a Second Language) for these groups.

### A migrant is a person who:

- Works or seeks work in agriculture or a related seasonal industry; and
- Moves away from his usual home to a temporary residence as a condition of employment or because the distance from his usual home is greater than 50 miles.

### A seasonal farm worker is a person who:

- Works in agriculture or a related seasonal industry; and,
- Is not required to be absent overnight from his permanent place of residence.

### Allowable Services/Activities:

Allowable CSBG services and assistance to income eligible migrant or seasonal farm worker individuals and their families include, but are not limited to the following:

- Assistance in securing and retaining employment
- Necessary and appropriate educational services

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 303	Page 2 of 3
Community Services Policy Manual	SUBJECT Application Instructions  <b>COMMUNITY SERVICES BLOCK GRANTS - MIGRANT GRANTS</b>		EFFECTIVE DATE 04-13-09 ISSUE DATE 04-13-09

- Financial Counseling
- Health services
- Food
- Housing
- Transportation
- Outreach and Referral
- Other assistance to meet immediate and urgent individual or family needs which block the achievement of self-sufficiency.

Unallowable Activities Include:

- The purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility.
- Any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office.
- Any activity to provide voters and prospective voters with transportation to the polls or to provide any similar assistance in connection with any such election.
- Any voter registration activity.
- The purchase of equipment having a unit cost of \$5,000 or more.

Income Eligibility Guidelines:

Recipients of services must meet CSBG income requirements (see CSPM Item 502) and have income at or below 125% of the federal poverty guidelines (see CSPM Item 208).

Amount of Funding/Contract Period:

Agencies may apply for up to \$15,000 for a one year funding period with the contract period beginning May 1, 2009 and ending April 30, 2010. Administrative costs are limited to 15% of the total budget. (Administrative costs include costs associated with administering and managing central agency staff and centralized functions of the agency as well as prorated costs of the single agency audit.)

Reporting Requirements:

1. Expenditures: The Statement of Expenditures – DHS-1070 (10-2005) must be submitted monthly to report expenditures and to trigger reimbursement payments. These reports are due within 30 calendar days following the end of each month.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 303	Page 3 of 3
Community Services Policy Manual	SUBJECT Application Instructions  <b>COMMUNITY SERVICES BLOCK GRANTS - MIGRANT GRANTS</b>		EFFECTIVE DATE 04-13-09 ISSUE DATE 04-13-09

Agencies will be reimbursed for monthly reported expenditures, less a proportional share of any advance/initial payment. The proportion to be recovered will be equal to the percent of the month's billed expenditures of the total contract amount.

2. Program Report: A Programmatic Narrative Report (DHS-129), reflecting the effectiveness of activities performed under the contract, must be submitted quarterly or by the due dates stated in the contract.

#### APPLICATION SUBMISSION AND DUE DATE

Submit the following materials **electronically** to your grant manager no later than Friday, May 8, 2009.

- Agency Information and Work Statement (Attachment A)
- The "CSBG-D" Electronic Budget
- A completed ROMA Performance Target Outline (PTO)
- Draft Subcontract (if applicable)

Note:

The referenced CSPM Items can be accessed at the DHS public website at:  
[http://www.michigan.gov/dhs/0,1607,7-124-5452\\_45583---,00.html](http://www.michigan.gov/dhs/0,1607,7-124-5452_45583---,00.html)

Attachments:

Attachment A – Agency Information and Work Statement

**Bureau of Community Action and Economic Opportunity  
Application for CSBG-Migrant Funds**

The following documents have been emailed to my grant manager.  
(Place "x" in each Box as Applicable)

- Attachment A – Agency Information and Work Statement
- CSBG-D Contract Budget, CM468-CSBG-D.exl (04/2007)
- ROMA Goal – Performance Target Outline
  
- Indirect Cost Rate Agreement (if applicable – fax or mail)
- Consultant/Subcontractor – Proposed Subcontract or  
Memo of Agreement/MOA (if applicable)

**AGENCY INFORMATION**

(Type requested information in box/text area below each Item. Text area is unlimited.)

**1. AGENCY NAME:**

**2. AGENCY ADDRESS:**

**3. APPLICATION CONTACT PERSON & TITLE:**

**4. CONTACT PERSON PHONE:**

**5. CONTACT PERSON FAX:**

**6. CONTACT PERSON EMAIL ADDRESS:**

## WORK STATEMENT

(Type requested information in the box/text area below each Item. The text area is unlimited.)

### A. AMOUNT OF FUNDS REQUESTED and Administrative Cost:

- Funds requested cannot exceed \$15,000 and administrative costs cannot exceed 15% (see ITEM 303 regarding what costs are considered as Admin).

Funds Requested:

Percent and Amount of Admin:

### B. EXPERIENCE SERVING MIGRANT POPULATIONS:

- Describe staff experience working with the migrant population. Include whether staff are bilingual or if the agency will be working with another agency's bilingual staff.

### D. GEOGRAPHICAL AREA TO BE SERVED:

- Identify counties or cities as applicable.

### E. LOCATION OF FACILITIES – WHERE ACTIVITIES WILL BE CONDUCTED:

- Locations should include “the street and city address” if known.

### F. STRATEGIES IDENTIFYING CLIENTS:

- Identify the strategies you will use to identify and recruit clients for planned services.

### G. DESCRIBE COORDINATION EFFORTS:

- Describe your agency's coordination efforts with local DHS offices, Spanish speaking organizations and other migrant service providers.

### H. Consultants or Subcontractors

If the agency plans to contract with another entity as a consultant or to provide specific services for clients, the agency must identify both the service and the consultant's/contractor's name below. A copy of the proposed contractual agreement must be included as part of the application. Note: See CSPM Item 402.1 - CSBG Allowable and Unallowable Costs for specific requirements with regard to Consultants or Subcontractors.

**E. DESCRIBE THE SERVICE(S) OR ACTIVITY(IES) TO BE CONDUCTED:**

If you propose more than one program component, please describe each component separately using the following format. (Examples of separate components: Emergency Services, Education, Employment Supports, Medical/Dental Assistance, Self-Sufficiency/Case Management, Outreach and Referral, etc.)

**Component Title and Description of Proposed Activities:**

Number of families/households planning to serve:

Number of individuals planning to serve:

**Component Title and Description of Proposed Activities:**

Number of families/households planning to serve:

Number of individuals planning to serve:

**Component Title and Description of Proposed Activities:**

Number of families/households planning to serve:

Number of individuals planning to serve:

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304	Page 1 of 7
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-19-09

**BACKGROUND:** The Department of Human Services is allocating DOE funds, based on Department of Energy Weatherization Program Notice information. Any available carryover funds will also be distributed to all eligible LWOs upon DOE approval.

**POLICY:** Local Weatherization Operators (LWOs) are to prepare and submit the Weatherization Assistance Program (WAP) Local Service Plan in accordance with the attached directions.

**REQUEST FOR WEATHERIZATION ASSISTANCE PROGRAM PLAN  
 MICHIGAN DOE WEATHERIZATION ASSISTANCE PROGRAM PLANNING INSTRUCTIONS**

**I. SUBMISSION OF PLAN**

A. The plan must include the following in order:

1. Signed Weatherization Agreement
  2. DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) PLAN, Attachment B
  3. Mandatory plan attachments include:
    - Landlord Contribution Policy
    - Agency WAP Appeals Policy
    - Walk-away and/or Deferral Policy(ies)
    - Negotiated Price Lists
    - Agency Organizational Chart reflecting all positions budgeted to the Weatherization program
  4. DOE Electronic Budget (CM-468-DOE)
  5. Weatherization Unit Production Schedule and County Unit Production Schedule (DHS-4321), Attachment D
  6. Goals Summary (DHS-4322), Attachment E
- B. LWOs are to submit the Service Plan electronically to the assigned BCAEO grant manager.

The Service Plan should be emailed by **March 20, 2009.**

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304	Page 2 of 7
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-19-09

## II. ALLOCATION - FUNDS

Attachment A-1 shows DOE WAP individual local agency allocations. Funding is based upon the availability of federal resources.

DOE continues to advise they expect 100% production and 100% expenditure of all funds. In response, the DOE state plan indicates that DHS retains the right to adjust the contract amount for LWOs not meeting production and expenditure projections. To ensure we meet these expectations, we will regularly review production and expenditures using the Statement of Expenditures and Programmatic reports submitted. DHS staff will survey local agencies in the first half of the program year to ascertain whether or not each agency can meet the projected production. Any agency not expecting to spend funds or not meeting the projected production as indicated on the Production Schedule submitted with their DOE plan, will be contacted to discuss their allocation. Redistribution of funds will occur with input from LWOs and approval of amended plans.

Note: The redistribution of any funds will include a proportionate amount of administrative funds.

## III. PROGRAM PERIOD

LWOs are to plan budgets for the 12 month period from April 1 through March 31.

## IV. EXPENDITURE RATE/ALLOWABLE EXPENDITURES

LWOs will develop plans using the expenditure and program guidelines in this package.

DOE will again allow states to permit LWOs, whose DOE allocation is less than \$350,000, to use up to an additional 5 percent of funds for administrative costs. The allocation chart (Attachment A-1) includes the additional 5 percent administrative allocation for applicable agencies. The additional administrative allocation can only be budgeted as follows:

1. To pay for essential equipment and/or services that can be demonstrated to directly enhance the accountability and performance effectiveness of the agency's weatherization program. The eligible equipment and/or services would

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304	Page 3 of 7
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-19-09

be a part of the agency's central administrative structure and would either fully or partially be directly utilized for the agency's weatherization program.

2. For salaries and fringe benefits for agency administrative employees that work fully or partially for the provision of agency weatherization program services. An agency's weatherization coordinator's salary/fringes can be charged to this category for the time that he/she spends in administrative activities associated with the weatherization program. Any salaries/fringes charged to this category must be reconciled and supported by the agency's overall cost allocation plan.
3. For indirect costs as long as they are at an approved indirect cost rate.

If the agency does not require the full 5 percent of supplemental administrative funds, any balance must be added to the agency's "program" allocation with appropriate budget and production support adjustments.

Agencies will be allowed to budget up to \$6,500 per unit average maximum for support/labor/materials costs. However, agencies should not automatically budget up to the \$6,500 per unit average cost level but should prepare the budget based on actual past experience and program needs.

Note: Any available carryover funds are distributed as follows: 5% in Admin and the remainder in Program funds.

**Allowable Training and Technical Assistance (T/TA) expenditures include:**

1. Cost of printing client education materials;
2. Cost of tuition and related charges for staff computer skills training directly related to weatherization program automation activities;
3. Expenses for staff attending appropriate State or DOE-sponsored weatherization training; including any mandatory training as determined by the State;
4. Expenses for staff attendance at Michigan Regional Weatherization Coordinator meetings;
5. Expenses for staff or contractors attendance at various weatherization related training events or conferences such as the DOE and/or Affordable Comfort Conference;

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304	Page 4 of 7
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-19-09

6. Purchase of computer hardware/software for the operation of weatherization program;
7. Equipment leases or maintenance costs or services that directly contribute to the overall effectiveness and efficiency of the agency's weatherization program (this must be justified in the agency plan);
8. Subscriptions to technical publications;
9. Salaries/fringe benefits of staff while attending an approved training activity.
10. Expenses associated with the Statewide evaluation of the weatherization program.
11. Stipends to cover cost of lost wages for contractors during attendance at required training.

## V. FISCAL REPORTING

**Expenditure Reports:** The Statement of Expenditures, DHS-4326-DOE, will be used in accordance with the Community Services Policy Manual Item 401.2. Receipt and approval of the monthly report will trigger reimbursement payments (minus recoupment of a portion of the initial advance).

## VI. VEHICLES

Both DHS and DOE must approve purchases prior to taking any action to purchase and/or lease vehicles. Agencies must complete the DHS-551 for all equipment purchase and/or vehicle lease requests.

## VII. GOALS SUMMARY (DHS-4322)

The client goals are as follows:

125% Poverty: LWOs should use local available data to determine number of households.

FIP/FAP/SSI/SDA: The budget bill for DHS requires that 25 percent of households weatherized be receiving family independence program, food assistance program, state disability assistance, or supplemental security income.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304	Page 5 of 7
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-19-09

Elderly households: LWOs may determine goal (percentage) based on data for their service area or use 20 percent.

Disabled households: LWOs may determine goal (percentage) based on data for their service area or use 15 percent.

Native Americans: LWOs should use local available data to determine number of households.

### OPTIONAL PRIORITIES

By adding “High Residential Energy User” and “Households with a High Energy Burden”, DOE intended to provide States and Local Agencies with two additional priority categories for their discretionary use. These categories are in no way mandatory and may be used in lieu of, or in any combination with, the existing priority categories of elderly, persons with disabilities, or FIP, FAP, SDA, SSI. By adding these categories, State and local agencies are better able to partner with utilities and other programs to leverage additional resources into their programs.

High Residential Energy User is defined as a low-income household whose residential energy expenditures exceed that median level of residential expenditures for low-income households in the state.

Households with a High Energy Burden is defined as a low-income household with a residential energy burden (residential expenditures divided by the annual income for that household) exceeds the median level of energy burden for all low-income households in the state.

LWOs may use data specific to the service area the agency serves. If incorporating either of the two optional priorities above in the agency’s priority system, specify on the DHS-4322 the source data used to determine the number(s) in your service area.

## **VIII. LIABILITY INSURANCE**

Agencies are required to maintain sufficient liability coverage for DOE funded activities. Liability insurance must cover the DOE required lead activities. DOE requires that all contractors, contractor crews and all local agency staff who work on a home be trained in Lead Safe Work (LSW) practices. Local agencies are responsible to make sure contractors have liability insurance for lead.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304	Page 6 of 7
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-19-09

Local Weatherization program managers should check the agency's insurance policies to make sure policies don't contain a clause that prohibits work in homes with lead-based paint.

**Effective PY09**, DOE no longer requires Pollution Occurrence Insurance (POI), but still strongly recommends POI. Liability insurance, including POI, must be charged to the Liability Insurance line item in the budget. If a local agency chooses to NOT hold POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization or there is disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses or any other resulting costs may not be charged to the contract and must be covered by another funding mechanism.

## IX. SERVICE PLAN

The DOE WAP Service Plan, Attachment B, must include the following elements:

A completed DOE WAP Service Plan. The plan includes a summary narrative which provides a description of the major aspects of the methods of program operation. Complete Sections I – VI and include all requested attachments.

Section I: Agency Information LWOs must provide the service areas the agency provides WAP services to and a list of all agency sites where program services are offered.

Section II: Program Operations LWOs must demonstrate sufficient year-round staffing to respond to weatherization program issues in a timely matter. Identify specifically any decisions to fulfill production goals in less than 12 months and/or planned layoffs of staff for any period of time.

### Section III: Basic Service Delivery Mechanism & Program Structure

Include a summary of:

- outreach/intake system
- use of crews/private contractors
- pre/post inspection procedures
- description of blower door testing protocol
- method of installing measures
- client education plan
- T/TA plan

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304	Page 7 of 7
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP)</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-19-09

Section IV: Agency Program Policies

**Attach copies** of all agency policies requested and include the date your agency's board approved each.

Section V: Other Program Information

Answer items A – G completely.

Attach all copies requested including:

- Item D: negotiated price list
- Item H: a copy of your agency organizational chart. The chart must reflect all positions budgeted to the DOE WAP.

Section VI: Waiver Requests

You must include any waivers you are requesting in item A of this section.

NOTE: Agencies planning to use adjusted fuel prices to process NEAT audits must include a completed Attachment C, NEAT Fuel Cost Worksheet, as part of the waiver list.

Section VII: Equipment Purchase Requirements

List any equipment items you are requesting to purchase. Complete and attach the DHS-551, Equipment Purchase Request, for all equipment purchases and any vehicle purchase/lease request.

The program service plan must also include the following:

- ◆ DOE Electronic Budget—CM-468-DOE.
- ◆ Weatherization Unit Production Schedule And County Unit Production Schedule-DHS-4321 (Attachment D). For subgrantees serving more than one county, a break out of total production per county and percentage of production per county is required. NOTE: Wayne County agencies should show services to their specific service area communities.
- ◆ Goals Summary, DHS-4322 (Attachment E).

**ATTACHMENT A-1**  
**PY09 DOE WEATHERIZATION PROGRAM ALLOCATIONS**

**April 1, 2009 – March 31, 2010**

## **ATTACHMENT B**

### **DOE Weatherization Assistance Program (WAP) Plan**

**ATTACHMENT C**  
**NEAT Fuel Cost Worksheet**

**ATTACHMENT D**

**WEATHERIZATION UNIT PRODUCTION SCHEDULE  
AND COUNTY UNIT PRODUCTION SCHEDULE  
DHS-4321**

**ATTACHMENT E**  
**GOALS SUMMARY**  
**DHS-4322**

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 1 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

**BACKGROUND:** The Department of Human Services is allocating DOE funds, from the 2009 American Recovery and Reinvestment Act (ARRA). Allocations will be based on Department of Energy Weatherization Program Notice information.

**POLICY:** Local Weatherization Operators (LWOs) are to prepare and submit the Weatherization Assistance Program (WAP) Local Service Plan in accordance with the attached directions.

**REQUEST FOR SERVICE PLAN**  
**MICHIGAN DOE WEATHERIZATION ASSISTANCE PROGRAM PLANNING INSTRUCTIONS**

**I. SUBMISSION OF PLAN**

A. The plan will cover an 18-month period- from 4/1/09 – 9/30/10. The plan must include the following in order:

1. Signed Weatherization Agreement
2. DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) LOCAL SERVICE PLAN
3. Mandatory plan attachments include:
  - Landlord Contribution Policy
  - Agency WAP Appeals Policy
  - Walk-away and/or Deferral Policy(ies)
  - Negotiated Price Lists
  - Agency Organizational Chart reflecting all positions budgeted to the Weatherization program
4. DOE Electronic Budget (CM-468-DOE)
5. Weatherization Unit Production Schedule and County Unit Production Schedule (DHS-4321) Attachment D
6. Goals Summary (DHS-4322) Attachment E

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 2 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

B. LWOs are to submit the Service Plan electronically to the assigned BCAEO grant manager.

The Service Plan must be emailed by Friday, **March 13, 2009.**

## II. ALLOCATION - FUNDS

Attachment A-1 shows DOE WAP individual local agency allocations. Funding is based upon the availability of federal resources.

DOE continues to advise they expect 100% production and 100% expenditure of all funds. In response, the DOE state plan indicates that DHS retains the right to adjust the contract amount for LWOs not meeting production and expenditure projections. To ensure we meet these expectations we will institute a two part process:

1. Each LWO will be advised of the estimated unit production for the 18 month period. As part of the LWO plan, each agency must indicate whether or not the completion of the projected units can be completed. This provides any agency that is not prepared to make this commitment the opportunity to request a reduced allocation and adjusted production schedule. The Bureau will share with the LWO network the total amount of any allocations not accepted and the associated production. The LWOs will have the first option to request additional funding to ensure total projected statewide unit production is completed. If no LWOs volunteer to provide the additional production, and RFP process will be initiated to secure an eligible entity (ties) to do this.
2. Bureau staff will review production and expenditures using the Statement of Expenditures and Programmatic reports submitted. DHS staff will review local agency reports in June 2009 for completion of units to date and expenditures to date. Reports will be compared to planned production. This review will be used to ascertain whether or not each agency can meet the projected production.

Any agency not expecting to spend funds or not meeting the projected production as indicated on the Production Schedule submitted with their DOE plan, will be

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 3 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

contacted to discuss their allocation. Redistribution of funds will occur with input from LWOs and approval of amended plans.

Note: The redistribution of any funds will include a proportionate amount of administrative funds.

### III. PROGRAM PERIOD

LWOs are to plan budgets for the 12 month period from April 1 through March 31.

### IV. EXPENDITURE RATE/ALLOWABLE EXPENDITURES

LWOs will develop plans using the expenditure and program guidelines in this package.

DOE will again allow states to permit LWOs, whose DOE allocation is less than \$350,000, to use up to an additional 5 percent of funds for administrative costs. The allocation chart (Attachment A-1) includes the additional 5 percent administrative allocation for applicable agencies. The additional administrative allocation can only be budgeted as follows:

1. To pay for essential equipment and/or services that can be demonstrated to directly enhance the accountability and performance effectiveness of the agency's weatherization program. The eligible equipment and/or services would be a part of the agency's central administrative structure and would either fully or partially be directly utilized for the agency's weatherization program.
2. For salaries and fringe benefits for agency administrative employees that work fully or partially for the provision of agency weatherization program services. An agency's weatherization coordinator's salary/fringes can be charged to this category for the time that he/she spends in administrative activities associated with the weatherization program. Any salaries/fringes charged to this category must be reconciled and supported by the agency's overall cost allocation plan.
3. For indirect costs as long as they are at an approved indirect cost rate.

If the agency does not require the full 5 percent of supplemental administrative funds, any balance must be added to the agency's "program" allocation with appropriate budget and production support adjustments.

Agencies will be allowed to budget up to \$6,500 per unit average maximum for support/labor/materials costs. However, agencies should not automatically budget

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 4 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

up to the \$6,500 per unit average cost level but should prepare the budget based on actual past experience and program needs.

**Allowable Training and Technical Assistance (T/TA) expenditures include:**

1. Cost of printing client education materials;
2. Cost of tuition and related charges for staff computer skills training directly related to weatherization program automation activities;
3. Expenses for staff attending appropriate State or DOE-sponsored weatherization training; including any mandatory training as determined by the State;
4. Expenses for staff attendance at Michigan Regional Weatherization Coordinator meetings;
5. Expenses for staff or contractors attendance at various weatherization related training events or conferences such as the DOE and/or Affordable Comfort Conference;
6. Purchase of computer hardware/software for the operation of weatherization program;
7. Equipment leases or maintenance costs or services that directly contribute to the overall effectiveness and efficiency of the agency's weatherization program (this must be justified in the agency plan);
8. Subscriptions to technical publications;
9. Salaries/fringe benefits of staff while attending an approved training activity.
10. Expenses associated with the Statewide evaluation of the weatherization program.
11. Stipends to cover cost of lost wages for contractors during attendance at required training.

**V. FISCAL REPORTING**

**Expenditure Reports:** The Statement of Expenditures, DHS-4326-DOE-ARRA, will be used in accordance with the Community Services Policy Manual Item 401.2.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 5 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

Receipt and approval of the monthly report will trigger reimbursement payments (minus recoupment of a portion of the initial advance).

## VI. VEHICLES

Both DHS and DOE must approve purchases prior to taking any action to purchase and/or lease vehicles. Agencies must complete the DHS-551 for all equipment purchase and/or vehicle lease requests and provide a minimum of three bids.

## VII. GOALS SUMMARY (DHS-4322)

The client goals are as follows:

125% Poverty: A minimum of 50.1 percent of households weatherized must be at or below 125% of poverty.

FIP/FS/SSI/SDA: The budget bill for DHS requires that 25 percent of households weatherized be receiving family independence program, food stamps, state disability assistance, or supplemental security income.

Elderly households: LWOs may determine goal (percentage) based on data for their service area or use 20 percent.

Disabled households: LWOs may determine goal (percentage) based on data for their service area or use 15 percent.

Native Americans: LWOs should use local available data to determine number of households.

### OPTIONAL PRIORITIES

By adding “High Residential Energy User” and “Households with a High Energy Burden”, DOE intended to provide States and Local Agencies with two additional priority categories for their discretionary use. These categories are in no way mandatory and may be used in lieu of, or in any combination with, the existing priority categories of elderly, persons with disabilities, or FIP, FAP, SDA, SSI. By adding these categories, State and local agencies are better able to partner with utilities and other programs to leverage additional resources into their programs.

High Residential Energy User is defined as a low-income household whose residential energy expenditures exceed that median level of residential expenditures for low-income households in the state.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 6 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

Households with a High Energy Burden is defined as a low-income household with a residential energy burden (residential expenditures divided by the annual income for that household) exceeds the median level of energy burden for all low-income households in the state.

LWOs may use data specific to the service area the agency serves. If incorporating either of the two optional priorities above in the agency's priority system, specify on the DHS-4322 the source data used to determine the number(s) in your service area.

### VIII. LIABILITY INSURANCE

Agencies are required to maintain sufficient liability coverage for DOE funded activities. Liability insurance must cover the DOE required lead activities. DOE requires that all contractors, contractor crews and all local agency staff who work on a home be trained in Lead Safe Work (LSW) practices. Local agencies are responsible to make sure contractors have liability insurance for lead.

Local Weatherization program managers should check the agency's insurance policies to make sure policies don't contain a clause that prohibits work in homes with lead-based paint.

Per the DOE Program Guidance, local agencies and their contractors are required to have sufficient liability insurance coverage for DOE funded activities. LWOs should review their existing liability insurance policies. It is likely that general liability insurance has a pollution occurrence exclusion. When there is a gap in the coverage due to an exclusion, the agency has insufficient insurance.

#### Pollution Occurrence Insurance (POI)

Beginning in PY09, DOE no longer requires Pollution Occurrence Insurance but still strongly recommends POI. If a local agency chooses to NOT hold POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization or there is a disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses or any other resulting costs may not be charged to the DOE contract and must be covered by another funding source.

Liability insurance, including POI, must be charged to the Liability Insurance line item in the budget.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 7 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

## IX. SERVICE PLAN

The DOE WAP Service Plan, Attachment B, must include the following elements:

A completed DOE WAP Service Plan. The plan includes a summary narrative which provides a description of the major aspects of the methods of program operation. **Complete Sections I – VII** and include all requested attachments.

Section I: Program Operations LWOs must demonstrate sufficient year-round staffing to respond to weatherization program issues in a timely matter. Identify specifically any decisions to fulfill production goals in less than 18 months and/or planned layoffs of staff for any period of time.

Note: DO NOT include the production figures reported on the Goals Summary or the amount of your agency allocation in the narrative.

### Section II: Basic Service Delivery Mechanism & Program Structure

Include a summary of:

- outreach/intake system
- use of crews/private contractors
- pre/post inspection procedures
- description of blower door testing protocol
- method of installing measures
- client education plan
- T/TA plan

### Section III: Agency Program Policies

**Attach copies** of all agency policies requested and include the date your agency's board approved each.

### Section IV: Other Program Information

Answer items A – I completely. Attach all copies requested including:

- Item F: negotiated price list
- Item H: POI premium notice
- Item J: a copy of your agency organizational chart. The chart must reflect all positions budgeted to the DOE WAP.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 304.1	Page 8 of 8
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions  <b>DEPARTMENT OF ENERGY (DOE)          WEATHERIZATION ASSISTANCE PROGRAM          (WAP) ARRA Funding</b>		EFFECTIVE DATE 4-01-09  ISSUE DATE 03-02-09

Section V: Waiver Requests

Complete Items A – C in this section. You must include any waivers you are requesting to be continued as well as any new waivers in this section.

NOTE: Agencies planning to use adjusted fuel prices to process NEAT audits must include a completed Attachment C, NEAT Fuel Cost Worksheet, as part of the waiver list.

Section VI: Equipment Purchase Requirements

List any equipment items you are requesting to purchase. Complete and attach the DHS-551, Equipment Purchase Request, for all equipment purchases and any vehicle purchase/lease request.

Section VII. Production and Spending Commitment

Each LWO is advised of the estimated unit production for the 18-month period via the allocation chart. Indicate in the space provided whether or not the completion of the projected units can be completed and the projected funding can be spent.

This section provides for any agency that is not prepared to make this commitment the opportunity to request a reduced allocation and adjusted production schedule.

The program service plan must also include the following:

- ◆ DOE Electronic Budget—CM-468-DOE.
- ◆ Weatherization Unit Production Schedule And County Unit Production Schedule-DHS-4321, Attachment D. For subgrantees serving more than one county, a break out of total production per county and percentage of production per county is required. NOTE: Wayne County agencies should show services to their specific service area communities.
- ◆ Goals Summary, DHS-4322, Attachment E.

**ATTACHMENT A-1 PY09 DOE WAP Funding - DRAFT**

		Base Allocation	Admin	T/TA	T/TA	Total LWO	LWO	Projected
				BASE	Formula	Allocation	Program	Units
LWOs	%						Allocation	
ACSET CAA	3.58%	\$6,759,488	\$344,679	\$62,500	\$71,600	\$6,893,588	\$6,414,808	987
ACRDC	1.27%	\$2,397,919	\$124,291	\$62,500	\$25,400	\$2,485,819	\$2,273,628	350
AMCAB	1.60%	\$3,021,000	\$155,775	\$62,500	\$32,000	\$3,115,500	\$2,865,225	441
BHK CAA	1.60%	\$3,021,000	\$155,775	\$62,500	\$32,000	\$3,115,500	\$2,865,225	441
CAA JLH	2.90%	\$5,475,563	\$279,803	\$62,500	\$58,000	\$5,596,063	\$5,195,759	799
CAA SCM	3.15%	\$5,947,594	\$303,655	\$62,500	\$63,000	\$6,073,094	\$5,643,939	868
CACS	4.03%	\$7,609,144	\$387,612	\$62,500	\$80,600	\$7,752,244	\$7,221,532	1111
CLM	1.48%	\$2,794,425	\$144,326	\$62,500	\$29,600	\$2,886,525	\$2,650,099	408
DETROIT-DHS	17.03%	\$32,154,769	\$1,627,893	\$62,500	\$340,600	\$32,557,869	\$30,526,875	4696
DICSA	1.47%	\$2,775,544	\$143,372	\$62,500	\$29,400	\$2,867,444	\$2,632,172	405
Downriver CC	2.45%	\$4,625,906	\$236,870	\$62,500	\$49,000	\$4,737,406	\$4,389,036	675
EIGHTCAP	2.66%	\$5,022,413	\$256,906	\$62,500	\$53,200	\$5,138,113	\$4,765,507	733
EOC ST. CLAIR	1.80%	\$3,398,625	\$174,856	\$62,500	\$36,000	\$3,497,125	\$3,223,769	496
FIVECAP	2.02%	\$3,814,013	\$195,846	\$62,500	\$40,400	\$3,916,913	\$3,618,167	557
GCCARD	4.49%	\$8,477,681	\$431,499	\$62,500	\$89,800	\$8,629,981	\$8,046,182	1238
GOCAA	1.34%	\$2,530,088	\$130,969	\$62,500	\$26,800	\$2,619,388	\$2,399,118	369
HDC	2.56%	\$4,833,600	\$247,365	\$62,500	\$51,200	\$4,947,300	\$4,586,235	706
KALAMAZOO	2.21%	\$4,172,756	\$213,973	\$62,500	\$44,200	\$4,279,456	\$3,958,783	609
MACOMB	4.10%	\$7,741,313	\$394,291	\$62,500	\$82,000	\$7,885,813	\$7,347,022	1130
MDS CAA	1.73%	\$3,266,456	\$168,178	\$62,500	\$34,600	\$3,363,556	\$3,098,278	477
MCOP	1.41%	\$2,662,256	\$137,648	\$62,500	\$28,200	\$2,752,956	\$2,524,608	388
MID MICH CAA	3.87%	\$7,307,044	\$372,347	\$62,500	\$77,400	\$7,446,944	\$6,934,697	1067
MOCAAP	2.55%	\$4,814,719	\$246,411	\$62,500	\$51,000	\$4,928,219	\$4,568,308	703
NEMCSA	3.35%	\$6,325,219	\$322,736	\$62,500	\$67,000	\$6,454,719	\$6,002,483	923
NMCAA	3.08%	\$5,815,425	\$296,976	\$62,500	\$61,600	\$5,939,525	\$5,518,449	849
OLHSA	5.91%	\$11,158,819	\$566,976	\$62,500	\$118,200	\$11,339,519	\$10,591,843	1630
OTTAWA CO CAA	1.39%	\$2,624,494	\$135,740	\$62,500	\$27,800	\$2,714,794	\$2,488,754	383
SAGINAW	2.79%	\$5,267,869	\$269,308	\$62,500	\$55,800	\$5,386,169	\$4,998,560	769
SMCAA	3.37%	\$6,362,981	\$324,644	\$62,500	\$67,400	\$6,492,881	\$6,038,337	929
WASHTENAW CO	2.15%	\$4,059,469	\$208,248	\$62,500	\$43,000	\$4,164,969	\$3,851,220	592
WAYNE COUNTY	3.76%	\$7,099,350	\$361,853	\$62,500	\$75,200	\$7,237,050	\$6,737,498	1037
WAYNE METRO CAA	2.90%	\$5,475,563	\$279,803	\$62,500	\$58,000	\$5,596,063	\$5,195,759	799
<b>TOTALS</b>		\$188,812,500	\$9,640,625	\$2,000,000	\$2,000,000	\$192,812,500	\$179,171,875	27565

## DOE WAP GOALS SUMMARY

Department of Human Services

AUTHORITY: P.A. 230 of 1981 as amended COMPLETION: MANDATORY PENALTY: NO FUNDS RELEASED	THE DEPARTMENT OF HUMAN SERVICES WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF SEX, RACE, RELIGION, AGE, NATIONAL ORIGIN, COLOR, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY OR POLITICAL BELIEFS.
NAME OF AGENCY	PROGRAM YEAR <b>PY 09- 4/1/09 – 9/30/10</b>
<p><b>I. CLIENT PRIORITY GOALS</b></p> <p>A. FAMILY INDEPENDENCE PROGRAM (FIP), FOOD ASSISTANCE PROGRAM (FAP), STATE DISABILITY ASSISTANCE (SDA) AND SUPPLEMENTAL SECURITY INCOME (SSI) UNITS</p> <p style="margin-left: 20px;">a. Total Units to Be Completed: _____ b. Percentage Minimum: <u>25%</u> c. (a. X b. = Total FIP, FAP, SDA, SSI): _____ Units (round units up)</p> <p>B. ELDERLY UNITS (use 20% as a goal unless other data is available)</p> <p style="margin-left: 20px;">a. Total Units to be Completed: _____ b. Percentage Minimum: <u>20%</u> c. (a. X b. = Total Elderly Units): _____ Units (round units up)</p> <p style="margin-left: 20px;">d. Specify source of data used to support percentage if NOT using 20%:</p> <p>C. DISABLED UNITS (Use 15% as a goal unless other data is available)</p> <p style="margin-left: 20px;">a. Total Units to be Completed: _____ b. Percentage Minimum: <u>15%</u> c. (a. X b. = Total Disabled Units): _____ Units (round units up)</p> <p style="margin-left: 20px;">d. Specify source of data used to support percentage if NOT using 15%:</p>	
<p><b>I. OTHER GROUPS TO BE SERVED</b></p> <p>A. 125% OF POVERTY</p> <p style="margin-left: 20px;">a. Total Units to be Completed: _____ b. Percentage Minimum: <u>50.1%</u> c. (a. X b. = Total Poverty Units): _____ Units (round units up)</p> <p>B. NATIVE AMERICAN UNITS (DHS has set no priority percentage but expects subgrantees to make efforts to proportionately serve Native Americans.)</p> <p style="margin-left: 20px;">a. Estimate the number of low-income Native American Households in your service area: _____ b. Estimate the Number of Native American Units to be served: _____</p> <p style="margin-left: 20px;">c. Specify the Source Data Used to determine number in your Service area:</p> <p><u>OPTIONAL GROUPS TO BE SERVED:</u></p> <p>C. HIGH RESIDENTIAL ENERGY USER (HREU)</p> <p style="margin-left: 20px;">a. Estimate the number of HREU households in your service area: _____ b. Estimate the number of HREU units to be served: _____</p> <p style="margin-left: 20px;">c. Specify the Source Data Used to determine number in your Service area:</p> <p>D. HOUSEHOLDS WITH A HIGH ENERGY BURDEN</p> <p style="margin-left: 20px;">a. Estimate the number of HREU households in your service area: _____ b. Estimate the number of HREU units to be served: _____</p> <p style="margin-left: 20px;">c. Specify the Source Data Used to determine number in your Service area:</p>	
<p><b>III. UNIT COST SUMMARY</b> A Completed Unit: All weatherization materials have been installed and a final inspection completed.</p> <p style="margin-left: 20px;">A. Average Cost per Unit: Labor/Material + Support minus Health &amp; Safety (cannot exceed 10% of L/M/S) / Total Units = \$ _____ (Cannot exceed <b>\$6,500</b> per unit)</p>	

# DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) SERVICE PLAN

PLAN REQUEST	
Contract No. <b>DOE-09-</b>	
Agency Name	Agency Address:
Staff Respondent #1:	Staff Respondent #2:
Email:	Email:
Phone:	Phone:
SUMMARY NARRATIVE	
<b>SECTION I: Program Operations</b>  LWOs must demonstrate sufficient year-round staffing to respond to weatherization program and production issues in a timely matter. Identify specifically any decisions to fulfill production goals in less than 12 months and/or planned layoffs of staff for any period of time.  NOTE: Do NOT include the production figures reported on the Goals Summary OR the amount of your agency allocation in your narrative.	

## DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) SERVICE PLAN

### SECTION II. Basic Service Delivery Mechanism & Program Structure

A. Describe your agency's WAP outreach/intake system:

B. Provide the following information about your agency's private crews/contractors:

1. Indicate the number of crew persons your agency employs in the Wx program.
2. If your agency uses contractors, **provide a list of all contractors/types used in your program using the tables provided below:**

Code #	Contractor type
1	Licensed Residential Builder
2	Licensed Alterations & Maintenance Contractor
3	Licensed Mechanical Contractor (HVAC)
4	Licensed Plumbing Contractor
5	Licensed Electrical Contractor
6	Licensed Roofing Contractor
7	Other (Please describe)

Code #	Name	Company
<i>Ex: 1</i>	<i>John Doe</i>	<i>Doe Builders</i>

## DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) SERVICE PLAN

3. Provide the date(s) you last collected bids from contractors for Wx services:

C. Describe your WAP pre/post inspection procedures:

D. Describe your agency's use of blower door equipment- when used, by whom, etc.:

E. Describe your agency's method of installing measures:

F. Describe your agency's client education plan:

## DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) SERVICE PLAN

G. Describe your WAP T/TA plan.

### SECTION III. Agency Program Policies

Attach copies of **each** of the following agency policies and include the date of your agency's board approval for each:

- A. Agency landlord contribution policy- Date of board approval: \_\_\_\_\_
- B. Agency appeals process- Date of board approval: \_\_\_\_\_
- C. Agency walk away policy- Date of board approval: \_\_\_\_\_

### SECTION IV. Other Program Information

A. List the vendor(s) from whom your agency purchases refrigerators:

---

B. Does your agency contract for mechanical inspectors or do the pre/post inspectors conduct this part of the inspection?

C. Indicate the number of units on your agency anticipates will need roof replacements during PY09: \_\_\_\_\_ Describe how your agency will treat these applicants, e.g. referrals, deferrals, etc.:

## DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) SERVICE PLAN

### SECTION IV. Other Program Information (cont'd)

D. Indicate the number of units on which your agency replaced roofs during PY08? (using non-DOE funds) \_\_\_\_\_

E. Describe your agency's priority system:

F. Indicate how often your agency negotiates price lists: \_\_\_\_\_  
**Attach a copy of your most current list.**

G. Identify what fund source(s) will pay for the liability insurance necessary for this program:

H. How much is your POI annual premium? \_\_\_\_\_

**Attach a copy of your most current POI premium notice.**

I. Other significant issues- Fully explain any major operational items in your plan:

J. **Attach a copy of your agency's Organizational Chart.** The chart MUST reflect All positions budgeted to the DOE WAP budget.

## DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP) SERVICE PLAN

### SECTION V. WAIVER REQUESTS

List any waiver(s) being requested. If you intend to continue any previously approved waiver(s), your plan should note the previous waiver(s) is continued.

A. List any waiver(s) you are requesting:

B. Include a completed NEAT Fuel Cost Worksheet, Attachment C, if you plan to use adjusted fuel prices to process NEAT audits.

### SECTION VI. EQUIPMENT PURCHASE REQUIREMENTS

List any equipment items you are requesting to purchase in this budget period. Complete and attach the DHS-551, Equipment Purchase Request, for all equipment purchase requests and any vehicle purchase/lease request.

### SECTION VII. PRODUCTION AND SPENDING COMMITMENT

Each LWO is advised of the estimated unit production for the 18-month period via the allocation chart. Indicate in the space below whether or not the number of projected units can be completed. NOTE: If you are adjusting the projected unit count based on deducting the allowed health and safety, please include that information below.

Indicate below the number of units projected (after deducting the allowable health & safety expenditures) and the funding level your agency can commit to:

Funding: \$ \_\_\_\_\_ Production: \_\_\_\_\_

If your agency cannot commit to the production/funding projected in the allocation chart, please indicate the level of funding/production your agency can commit to.\*

Funding: \$ \_\_\_\_\_ Production: \_\_\_\_\_

\*This provides any agency that is not prepared to make this commitment the opportunity to request a reduced allocation and adjusted production schedule.

## **Attachment C: NEAT Fuel Cost Worksheet-PY 09**

**Complete only if you plan to use adjusted fuel prices to process NEAT audits.**

Instructions:

Fuel cost surveys for your service area should reflect multiple sources (deliverable fuels) whenever possible. Most agencies will have a single electricity and/or natural gas provider and will only be able to report a single cost for that fuel type. The cost should represent a “typical” cost, not a “seasonal high” and be generally representative of your clients’ costs for these fuels. The cost factors have a significant impact on NEAT calculated savings to investment ratios (SIR) and use of program default values results in missed opportunities to apply measures.

*The fuel cost review should take place each year as you prepare your DOE agreement work plan.*

Fuel price adjustment can be approved through submission of fuel survey data on the attached worksheet as part of the agency DOE plan, or as a separate request.

**NOTE: Use of the adjusted prices to process NEAT audits (in place of program defaults) are only permitted upon approval of the DOE plan or separate submitted request approval.**

## NEAT FUEL COST WORKSHEET

Agency: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

<b>Fuel Type</b>	<b>In Units of</b>	<b>Unit Cost</b>	<b>Heat Content (MMbtu)</b>
Natural Gas	Mcf		
Oil	Gallon		
Electricity	kWh		
Propane	Gallon		
Wood	Cord		
Coal	Ton		
Kerosene	Gallon		
Other	MMBtu		

<b>Fuel Type</b>	<b>In Units of</b>	<b>Unit Cost</b>	<b>Heat Content (MMbtu)</b>
Natural Gas	Mcf		
Oil	Gallon		
Electricity	kWh		
Propane	Gallon		
Wood	Cord		
Coal	Ton		
Kerosene	Gallon		
Other	MMBtu		

<b>Fuel Type</b>	<b>In Units of</b>	<b>Unit Cost</b>	<b>Heat Content (MMbtu)</b>
Natural Gas	Mcf		
Oil	Gallon		
Electricity	kWh		
Propane	Gallon		
Wood	Cord		
Coal	Ton		
Kerosene	Gallon		
Other	MMBtu		

<b>Fuel Type</b>	<b>In Units of</b>	<b>Unit Cost</b>	<b>Heat Content (MMbtu)</b>
Natural Gas	Mcf		
Oil	Gallon		
Electricity	kWh		
Propane	Gallon		
Wood	Cord		
Coal	Ton		
Kerosene	Gallon		
Other	MMBtu		

# WEATHERIZATION UNIT PRODUCTION SCHEDULE AND COUNTY UNIT PRODUCTION SCHEDULE

Department of Human Services

AUTHORITY: P.A. 230 of 1981 as amended  
 COMPLETION: MANDATORY  
 PENALTY: NO FUNDS RELEASED

THE MICHIGAN DEPARTMENT OF HUMAN SERVICES WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY OR POLITICAL BELIEFS.

NAME OF AGENCY	BEGINNING DATE: <b>4/1/09</b>	ENDING DATE: <b>9/30/10</b>
----------------	----------------------------------	--------------------------------

	April 09	May 09	June 09	July 09	Aug 09	Sept 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	June 10	July 10	Aug 10	Sept 10	Total	
Mthly Units																				
Cumul. Units PYTD																				

## COUNTY/CITY UNIT PRODUCTION

INSTRUCTIONS: List Total unit completions by county (by city if appropriate), with the corresponding percentage of the total units. Each Subgrantee should determine an equitable production by county or city.

COUNTY/CITY	ESTIMATED UNITS	% OF TOTAL	COUNTY/ CITY	ESTIMATED UNITS	% OF TOTAL
<b>TOTALS</b>			<b>TOTALS</b>		

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 305	Page 1 of 3
Community Services Policy Manual	SUBJECT Allocation and Plan Instructions:  <b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) WEATHERIZATION ASSISTANCE PROGRAM (WAP)</b>		EFFECTIVE DATE 05-24-09  ISSUE DATE 05-08-09

**BACKGROUND:**

The Department of Health and Human Services (HHS) has allocated LIHEAP funds to Michigan, of which \$3,000,000 has been made available to Local Weatherization Operators (LWOs) for weatherization. See the LIHEAP Allocation Chart, Attachment A.

**PURPOSE:**

To provide LWOs with policy guidelines and service plan instructions regarding the use of LIHEAP funds for the period from May 24, 2009 through September 30, 2010.

**POLICY:**

LWOs are required to administer this grant following HHS LIHEAP regulations and U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) regulations. Note: See CSPM Item 703, Program Requirements (LIHEAP)

**COST ALLOCATION LIMITATIONS**

- The maximum amount for “administration” is **5%** of the agency’s LIHEAP allocation.
- The maximum amount for “support” is **20%** of the agency’s LIHEAP allocation.
- The maximum amount for “client education” is **20%** of the agency’s LIHEAP allocation.

Note: These percentage limits are established because the intended use of these funds is that they be spent for weatherization activities in combination with DOE funds to provide maximum energy conservation measures.

- Funds should be spent throughout the grant period.
- Any funds budgeted for liability insurance or training activities must be included under “administration” or “support.”
- LIHEAP funds may not be used for equipment purchases.
- See CSPM Item 402.3, Cost Categories LIHEAP, for descriptions of cost categories.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 305	Page 2 of 3
Community Services Policy Manual	SUBJECT Allocation and Plan Instructions:  <b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)          WEATHERIZATION ASSISTANCE PROGRAM (WAP)</b>		EFFECTIVE DATE 05-24-09  ISSUE DATE 05-08-09

**SERVICE PLAN INSTRUCTIONS**

The following items must be submitted to DHS for review and approval of the LIHEAP WAP Plan:

- The LIHEAP WAP Plan Summary
- Electronic Budget

**Note:** The budget includes a “Client Education” category and all expenses related to the agency’s client education plan should be recorded here.

- Agency Organizational Chart reflecting all positions budgeted to LIHEAP

**NOTE:** A package including these forms is included with this notification.

**REPORTING PROCESS**

- \* A Statement of Expenditures report (DHS-4326-LIHEAP) must be submitted each month. For the month of September, billings shall be submitted as directed by DHS to meet fiscal year-end closing deadlines and must be marked **final** on the report.
- \* All reporting requirements currently applicable for DOE-WAP will be utilized for the LIHEAP grant.
- \* The LIHEAP Activity Report (DHS-1073) must be completed and submitted within 30 days of the end of the contract period.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 305	Page 3 of 3
Community Services Policy Manual	SUBJECT Allocation and Plan Instructions:  <b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)          WEATHERIZATION ASSISTANCE PROGRAM (WAP)</b>		EFFECTIVE DATE 05-24-09  ISSUE DATE 05-08-09

### SUBMITTAL INSTRUCTIONS

LWOs shall prepare the LIHEAP Service Plan in accordance with the instructions and policy noted above. Send your completed plan documents and electronic budgets, via email, to your grant manager. Plans must be submitted per instructions provided in the cover memo of this policy release.

#### **INQUIRIES:**

In accordance with the Americans With Disabilities Act, the information contained in this document will be made available in alternative format (large type, audiotape, etc.) upon special request.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 307	Page 1 of 5
<b>Community Services Policy Manual</b>	SUBJECT Allocation and Program Requirements  <b>TEMPORARY ASSISTANCE FOR NEEDY FAMILIES FUNDS</b>		EFFECTIVE DATE 10-01-07 ISSUE DATE 11-16-07

**PURPOSE:**

To provide CAAs with instructions regarding administration of the Temporary Assistance for Needy Families (TANF) funds.

**BACKGROUND:**

\$2.35 million in federal TANF funds are available to CAAs to enable them to:

- provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives,
- end dependence of needy parents on government benefits by promoting job preparation, work and marriage,
- prevent and reduce the incidence of out-of-wedlock pregnancies, and
- encourage the formation and maintenance of two-parent families.

**POLICY:**

**Funding Period**

The funding period will be October 1 through September 30. All unexpended funds will lapse at the end of the funding period.

**Allocation of Funds**

Funds are allocated using a base of \$4200, with the balance based on the CAA's relative percentage of persons in the state below 125% of poverty. CAA allocations are shown in the TANF Allocation Chart at the end of this item.

**Agreement Instructions**

The TANF Agreement must be signed by the person having lawful authority to bind the Grantee to the terms. The signature must be witnessed. Return both originals of the signed, dated and witnessed Agreement to your grant manager at:

Bureau of Community Action and Economic Opportunity  
Department of Human Services  
P.O. Box 30037  
Grand Tower, Suite 1314  
Lansing, MI 48909

The TANF Agreement, in conjunction with the Master Agreement, will constitute the full contractual agreement between DHS and the CAA for the administration of the TANF funds.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 307	Page 2 of 5
<b>Community Services Policy Manual</b>	SUBJECT Allocation and Program Requirements  <b>TEMPORARY ASSISTANCE FOR NEEDY FAMILIES FUNDS</b>		EFFECTIVE DATE 10-01-07 ISSUE DATE 11-16-07

### **Eligibility Requirements**

Eligible households must:

- include a pregnant member, **or** a child under age 18 **or** a child age 18 who is in high school full time **and**
- be at or below 200% of poverty income requirements based on U.S. Department of Health and Human Services poverty guidelines. Recipients of Family Independence Program (FIP), Food Assistance Program (FAP), Medicaid (MA), and Child Development and Care (CDC) meet these income eligibility criteria and are considered automatically income eligible for TANF services.

See CSPM Item 901, Household Composition and Income Eligibility Guidelines, for household composition requirements, automatic income eligibility, and definitions of income. See CSPM Item 208 for current poverty guidelines.

### **Coordination**

CAAs are encouraged to work with their community partners in identifying needs that can be addressed using these funds.

### **Cost Category Limitations**

#### **Administration**

Allowable administrative costs include costs necessary for the proper administration of the program. Examples of administrative costs include:

- Salaries and benefits of staff performing administrative and coordination functions;
- Activities related to eligibility determination;
- Preparation of program plans, budgets and schedules;
- Services related to accounting, litigation, audits, management of property, payroll and personnel.

Administrative expenses may not exceed 15% of the CAA's allocation.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 307	Page 3 of 5
Community Services Policy Manual	SUBJECT Allocation and Program Requirements <b>TEMPORARY ASSISTANCE FOR NEEDY FAMILIES FUNDS</b>		EFFECTIVE DATE 10-01-07 ISSUE DATE 11-16-07

### **Billing and Financial Reporting**

Report monthly expenditures on the DHS-3470, Statement of Expenditures.

Submit one original and two copies of the DHS-3470, no later than 30 days after the report month, to:

Bureau of Community Action and Economic Opportunity  
Department of Human Services  
PO Box 30037  
Grand Tower, Suite 1314  
Lansing, MI 48909

### **ALLOWABLE ACTIVITIES**

Allowable activities include:

- Non-recurrent, short-term benefits, which:
  1. are designed to deal with a specific crisis situation of need;
  2. are not intended to meet recurrent or ongoing needs; and
  3. will not extend beyond four months;
- Supportive services, such as child care and transportation, provided to families who are employed;

Note: “Employed” means a member of the family:

- Is receiving compensation for services performed; or
- Received compensation for services performed within the last 90 days; or
- Has a specific job offer.

Note: TANF funds should be used for child care ONLY if the family is NOT eligible for this service through DHS. Payments for child care services may only be made to child care providers that are licensed or registered by the Department of Human Services, Bureau of Children and Adult Licensing.

- Other services, such as counseling, case management, peer support, child care information and referral, and transitional services, that do not provide basic income support.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 307	Page 4 of 5
Community Services Policy Manual	SUBJECT Allocation and Program Requirements <b>TEMPORARY ASSISTANCE FOR NEEDY FAMILIES FUNDS</b>		EFFECTIVE DATE 10-01-07 ISSUE DATE 11-16-07

## UNALLOWABLE ACTIVITIES

Unallowable activities include:

- The purchase or improvement of land;
- The purchase, construction, or permanent improvement of any building or other facility;
- Cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., food, clothing, shelter, housing subsidies, utilities, household goods, personal care items and general incidental expenses);
- Medical services;

Note: Medical services are services provided for the purpose of diagnosing, treating or preventing disease. Disease refers to any condition of physical or mental ill health, regardless of the cause. Typically, medical services include those services covered by the Medicaid program or other health insurance plans, or provided by Michigan Department of Community Health.

Exception: TANF funds may be used to cover medical/dental services not billable to Medicaid.

- Ongoing child care, transportation and supports for families that are not employed;
- Car purchase and repair: TANF cannot be used to supplement the limits for auto repair (\$900 in a 12-month period) or auto purchase (\$1,200 lifetime) for FIP and employed FAP, MA and CDC families who are eligible for this service through DHS or the Michigan Works Agency (MWA).

Exception: TANF may only be used to purchase or repair cars for clients who are not eligible for this service from DHS or MWA.

## SERVICE PLAN INSTRUCTIONS

The CAA shall prepare and submit a service plan in accordance with the following instructions. Submit an electronic copy of the plan to your grant manager. **The submittal due date is Friday, November 30, 2007.**

The FY08 program service plan must include the following elements:

- A completed Plan Request – (Attachment A)
- A completed Plan Narrative (Attachment B)

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 307	Page 5 of 5
Community Services Policy Manual	SUBJECT Allocation and Program Requirements <b>TEMPORARY ASSISTANCE FOR NEEDY FAMILIES FUNDS</b>		EFFECTIVE DATE 10-01-07 ISSUE DATE 11-16-07

- Contract Budget (CM-469ex-Attachment C)
- Staff Respondents Form – (Attachment D)

### **Plan Narrative – Attachment B**

Provide a detailed description for each activity and/or service for which you will use TANF funding. Use the following outline for each activity or service:

- Project/Activity name
- The need that is being addressed
- A description of the activity and its main objectives: Be specific and identify what services will be provided to what population; e.g., FIP, Work First, etc.
- The project period
- The target population: Include how the clients will be referred or how they will be identified for the specific project/activity; e.g., clients seeking emergency assistance for utility services, clients referred by another human service agency, clients referred by utility company, clients currently involved in a specific agency program, etc.
- Service center(s): Identify and include the service center(s) address(es).
- Coordination: Identify the other agencies or groups that will be involved and how they will participate.

Also describe any other activities conducted by your agency that **are not supported by this funding** but are specifically connected as part of the overall scope of the project.

<b>FY 2008 TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) GRANT</b>	
<b>(Initial Planning Allocations)</b>	
<b>Effective: October 1, 2007 through September 30, 2008</b>	
<b>AGENCY</b>	<b>TOTAL CONTRACT ALLOCATION</b>
Detroit- Department of Human Services	\$ 497,928
Wayne Metro Community Action Agency	\$ 197,688
Oakland-Livingston Human Service Agency	\$ 159,880
Genesee County Community Action Resource Department	\$ 124,296
Area Community Service Employment & Training Council (ACSET) -CAA	\$ 117,624
Capital Area Community Services	\$ 117,624
Macomb County Community Service Agency	\$ 104,280
Mid-Michigan Community Action Agency	\$ 84,264
Southwest Michigan Community Action Agency	\$ 79,816
Community Action Agency of South Central Michigan	\$ 70,920
Washtenaw County Employment & Training & Community Services Group	\$ 70,920
Saginaw County Community Action Committee	\$ 64,248
Eight CAP, Inc.	\$ 62,024
Kalamazoo County Human Development Bureau	\$ 62,024
Community Action Agency of Jackson, Lenawee, Hillsdale	\$ 59,800
Northeast Michigan Community Service Agency	\$ 59,800
Northwest Michigan Human Services Agency	\$ 59,800
Muskegon-Oceana Community Action Against Poverty	\$ 55,352
Human Development Commission	\$ 46,456
Economic Opportunity of St. Clair County	\$ 33,112
Five CAP, Inc.	\$ 33,112
Ottawa County Community Action Agency	\$ 33,112
Monroe County Opportunity Program	\$ 26,440
Twenty-three (23) agencies for review- TOTAL	\$ 2,220,520

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 309	Page 1 of 3
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM: CRISIS ASSISTANCE</b>		EFFECTIVE DATE 02/01/09 ISSUE DATE 02/05/09

## **PURPOSE:**

To provide CAAs with instructions regarding administration of Low Income Home Energy Assistance Program: Crisis Assistance (LCA) funds

## **BACKGROUND:**

The State of Michigan, Department of Human Services (DHS), is distributing \$3.0 million in Low Income Home Energy Assistance Program funds to CAAs for deliverable heating fuel assistance. These funds are allocated to CAAs to enable them to provide deliverable heating fuel assistance to low-income households. The use of these funds should be coordinated with other area deliverable heating fuel assistance providers.

## **POLICY:**

### **Funding Period**

The funding period will be February 01, 2009 through September 30, 2009. All unexpended funds will lapse at the end of the funding period.

### **Allocation of Funds**

Funds are allocated using historical data that reflects each CAA service area's relative percentage of deliverable fuel need.

- CAA allocations are shown in Attachment A.

### **Agreement Instructions**

The LCA Agreement must be signed by the person having lawful authority to bind the Grantee to its terms. The signature must be witnessed. Return both originals of the signed, dated and witnessed Agreement to your grant manager at:

Department of Human Services  
Bureau of Community Action and Economic Opportunity  
PO Box 30037  
Grand Tower, Suite 1314  
Lansing, MI 48909

The LCA Agreement will constitute the full contractual agreement between DHS and the CAA for administration of LCA funds.

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 309	Page 2 of 3
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM: CRISIS ASSISTANCE</b>		EFFECTIVE DATE 02/01/09 ISSUE DATE 02/05/09

### **Eligibility Requirements**

Eligible households must be at or below 60 percent of state median income. See CSPM Item 208 for state median income guidelines and CSPM Item 1101 for Income Eligibility Guidelines and definitions of income.

A household is automatically income-eligible for LCA funds if one or more individuals in the household are receiving Family Independence Program (FIP), Food Assistance Program (FAP), Supplemental Security Income (SSI), or Veteran's benefits.

A household does not have to be denied SER assistance by the local DHS office in order to be eligible. Agencies **cannot** require documentation of a denial for assistance from DHS or any other service agency as a condition of eligibility.

CAAs may use LCA funds to pay for deliverable heating fuel assistance for eligible households that have been denied SER benefits by the local DHS office. They may also use LCA funds to assist households in becoming eligible for deliverable fuel services through SER by assisting the household with missed required payments or co-pays. LCA funds may also be used for households whose deliverable heating fuel needs exceed SER payment maximums.

### **Coordination**

The use of these funds should be coordinated with local agencies, to the extent possible. Coordination should include, to the extent feasible, procedures which foster maximum participation by eligible persons who are in need, and minimize duplication of services.

### **Financial Management**

The CAA may set a maximum amount for deliverable heating fuel services per household.

### **Cost Category Limitations**

All LCA funds must be used for specific assistance to individuals.

This LCA fund does not contain any allowable administrative costs for the administration of the LCA deliverable fuel program.

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 309	Page 3 of 3
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM: CRISIS ASSISTANCE</b>		EFFECTIVE DATE 02/01/09 ISSUE DATE 02/05/09

### **Allowable Services**

Deliverable heating fuel assistance is the only allowable service under this LCA fund. Deliverable heating fuel includes non-metered heating fuel such as:

- Propane
- Fuel Oil
- Coal
- Wood
- Kerosene
- Heating Fuel pellets

Charges for heating fuel delivery, special trip charges, storage tank (pig) installation, delivery, rental, and other related charges are also allowable under this LCA fund.

### **Demonstration of Need**

Demonstration of need for deliverable heating fuel is a client statement indicating that the household's fuel supply is low and household members are in danger of losing their only safe or adequate source of heat.

Demonstration of need must be documented in the client file for each time deliverable heating fuel assistance is provided.

### **Reporting Requirements**

#### **Activity Report**

Each agency must complete, and submit quarterly, the LCA Programmatic and Narrative Report (DHS-76). See Item 1102 for reporting instructions.

#### **Billing and Financial Reporting**

Report monthly expenditures on the DHS-3469, Statement of Expenditures.

- Submit one original and two copies of the DHS-3469, no later than 30 days after the report month, to:

Department of Human Services  
Bureau of Community Action and Economic Opportunity  
PO Box 30037  
Grand Tower, Suite 1314  
Lansing, MI 48909

### **Initial Payment**

An advance of 20% will be processed for payment to the CAA upon completion of DHS processing of the LCA Agreement. A copy of the signed agreement will be returned to the CAA. Subsequent payments in response to the DHS-3469 will be reduced to recover the advance.

**CSPM Item 309, Attachment A**  
**FY2009 LCA Deliverable Fuel Allocation Chart**  
*(Figures Based on FY06 Final Allocations)*

Community Action Agency	FY09 Allocation
ACSET-CAA	\$102,993
Alger-Marquette CAB	\$80,325
Allegan County RDC	\$39,229
Baraga-Houghton-Keweenaw CAA	\$95,867
CAA Jackson, Lenawee, Hillsdale	\$111,598
CAA South Central Michigan	\$99,072
Capital Area Community Services	\$222,716
Chippewa-Luce-Mackinac CA&HRA	\$73,169
Detroit (DHS)	\$0
Dickinson-Iron CAA	\$43,452
EOC St. Clair County	\$91,822
EightCAP, Inc.	\$193,345
FiveCAP, Inc.	\$112,484
Genesee County CARD	\$18,653
Gogebic-Ontonagon CAA	\$66,362
Human Development Commission	\$118,395
Kalamazoo County CAB	\$30,507
Macomb County CSA	\$18,863
Menominee-Delta-Schoolcraft HRA	\$93,862
Mid-Michigan CAA	\$407,438
Monroe County Opportunity	\$15,226
Muskegon-Oceana CAP	\$63,705
Northeast Michigan CSA	\$231,761
Northwest Michigan CAA	\$285,389
Oakland-Livingston HAS	\$45,488
Ottawa County CAA	\$13,427
Saginaw County CAC	\$49,426
Southwest Michigan CAA	\$248,307
Washtenaw County ET&CS	\$20,171
Wayne Metropolitan CAA	\$6,948
<b>TOTAL</b>	<b>\$3,000,000</b>

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 310	Page 1 of 6
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) ASSISTANCE FUNDS</b>		EFFECTIVE DATE 11/01/08 ISSUE DATE 10/23/08

**PURPOSE:**

To provide Community Action Agencies (CAAs) and Limited Purpose Agencies (LPAs) with instructions regarding administration of Michigan Public Service Commission (MPSC) weatherization/client education funds.

**BACKGROUND:**

When the State of Michigan, Department of Human Services (DHS), receives funding from the MPSC for Low-Income Energy Efficiency Weatherization activities, a portion of these funds are allocated to CAA/LPAs to enable them to provide weatherization/client education assistance to low-income households. The use of these funds should be coordinated with other weatherization/client education program funding sources.

**POLICY:**

**ALLOCATION OF FUNDS**

Funds are allocated using the U. S. Department of Energy (DOE) allocation formula.

**AGREEMENT INSTRUCTIONS**

The MPSC Agreement must be signed by the person having lawful authority to bind the Grantee to its terms. The signature must be witnessed. Both originals of the signed, dated and witnessed Agreement must be returned to the DHS grant manager at:

Department of Human Services  
 Bureau of Community Action and Economic Opportunity  
 PO Box 30037  
 Grand Tower, Suite 1314  
 Lansing, MI 48909

The MPSC Agreement will constitute the full contractual agreement between DHS and the CAA/LPA for administration of MPSC funds.

**ELIGIBILITY REQUIREMENTS**

Eligible households must meet 200% of poverty income requirements based on U.S. Department of Health and Human Services (HHS) poverty guidelines. See CSPM Item 208, Poverty Income Guidelines, for poverty guidelines and Item 1003, Income Eligibility Guidelines, for definitions of income.

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 310	Page 2 of 6
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) ASSISTANCE FUNDS</b>		EFFECTIVE DATE 11/01/08 ISSUE DATE 10/23/08

## **AUTOMATIC INCOME ELIGIBILITY**

### **Weatherization**

A household is automatically income-eligible for MPSC weatherization program services if a household member has received Family Independence Program (FIP), Supplemental Security Income (SSI), or State Disability Assistance (SDA) benefits at any time during the twelve month period previous to the application date.

### **Client Education**

Clients are automatically income-eligible for MPSC client education services in the following instances:

- The client's household has been determined eligible for DOE, Low Income Home Energy Assistance Program (LIHEAP), or MPSC weatherization assistance within the previous 12 month period.
- The client's household has received emergency energy assistance from the agency or State Emergency Relief (SER) assistance from DHS within the previous 30-day period.
- A member of the client's household currently receives FIP, SSI, or SDA.
- The client's household currently receives any other form of agency or public assistance with an income threshold at or below 200% of federal poverty level. Proof of the client's receipt of such assistance and verification of the corresponding income threshold must be obtained.

The agency must include documentation supporting the automatic income eligibility in the client file.

## **COORDINATION**

The use of MPSC funds should be coordinated with all other weatherization/client education program funds available.

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 310	Page 3 of 6
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) ASSISTANCE FUNDS</b>		EFFECTIVE DATE 11/01/08 ISSUE DATE 10/23/08

## **ALLOWABLE ACTIVITIES**

### **Weatherization**

Local Weather Operators (LWOs) are required to administer this Agreement following DOE Weatherization Assistance Program (WAP) regulations and HHS LIHEAP regulations. The Community Services Policy Manual will prevail when the manual has policy that contains requirements different from DOE and/or LIHEAP regulations.

MPSC funds may be used for:

1. Weatherization services to households with incomes at or below 200% of federal poverty level.
2. Weatherization services to low-income multi-unit dwellings upon DHS review and approval of energy audit and proposed measures.
3. Installation of additional weatherization measures that expand on those currently funded under DOE/LIHEAP weatherization to high energy use homes identified by multi-disciplinary teams through the Energy Direct program.
4. Installation of additional measures that are allowed and/or recommended by the DOE program, but have not been sufficiently funded by the DOE or LIHEAP programs. This will include a particular emphasis on measures which save electricity and heating fuel.
5. Installation of weatherization measures for special collaborative weatherization projects for low-income households upon DHS approval.
6. Installation of weatherization measures required to preserve the effectiveness of other energy saving measures installed.
7. Roof repairs and replacement can only be done on homeowner units. Roof repairs and replacement costs cannot exceed 25% of the Grantee's allocation unless a waiver is approved by the designated DHS staff as part of the Grantee's approved work plan. Roof repairs and replacements can only be done on units that include installation of weatherization energy efficient measures as determined by a National Energy Audit (NEAT), Manufactured Home Energy Audit (MHEA) or the priorities.
8. Furnace replacement can only be done on homeowner units being weatherized. Furnace replacements must be based on an SIR of 1.5 or greater and addressed through a National Energy Audit (NEAT) or Manufactured Home Energy Audit (MHEA).

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 310	Page 4 of 6
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) ASSISTANCE FUNDS</b>		EFFECTIVE DATE 11/01/08 ISSUE DATE 10/23/08

9. Replacement of a water heater which is inoperable or is documented as faulty or inefficient by a utility or repairperson. Water heaters may only be replaced when the home is being weatherized. They may not be replaced in rental units.

An electric water heater meeting the criteria above can be replaced with another electric water heater or a water heater using another fuel source. Any reasonable charges associated with conversion from electricity to another fuel source can be included. Funds are not to be used to convert to an electric water heater from another fuel source, and are not to be used if the local utility will cover the replacement cost.

10. Installation of additional weatherization measures for low-income households as approved by DHS.

### **Client Education**

Allowable client education activities include:

- Client education classes that include information on energy conservation and bill management for emergency energy assistance recipients and those weatherization recipients not able to be served under current LIHEAP energy education guidelines.
- Client utility vouchers to be used as incentives for successful completion of client education activities.
- Energy saving kits for distribution to low-income households that include items such as compact florescent bulbs, low-flow showerheads, carbon monoxide detectors, caulk, and other measures easily installed by members of the household.
- Energy education materials targeted toward youth and adults for distribution to low-income households during the weatherization process, formal classes, community and school events, or in other forums that target low-income families.
- Youth energy education classes and other instructional opportunities for students and teachers in Head Start.
- Energy education packets for distribution to recipients of other low-income programs in the community.
- Additional energy education activities for low-income households as approved by DHS.

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 310	Page 5 of 6
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) ASSISTANCE FUNDS</b>		EFFECTIVE DATE 11/01/08 ISSUE DATE 10/23/08

- Youth initiatives that partner with local schools, where each school is primarily low-income as determined by at least 60% of the students receiving a low-income program such as free or reduced lunch, or other methods as approved by DHS and the MPSC on a case by case basis.

## **BENEFIT MANAGEMENT**

The Grantee may set a maximum amount for energy efficiency items and/or incentive payments to be provided per household.

## **SERVICE PLAN INSTRUCTIONS**

The following forms must be submitted in the Local Service Plan:

- Plan Summary Narrative Form- Attachment B
- Electronic Budget

LWOs must prepare the MPSC Service Plan in accordance with the instructions and policy noted above. Plans must be submitted (postmarked) by the date specified by DHS.

### **Submittal Instructions**

- Step 1: **Sign, witness and date** both copies of the Agreement.  
 Step 2: **Mail** the **two** signed Agreements to:

Department of Human Services  
**Bureau of Community Action and Economic Opportunity**  
 235 S. Grand Avenue, Suite 1314  
 PO Box 30037  
 Lansing, MI 48906

- Step 3: **E-mail** the completed plan documents and electronic Budget to the DHS grant manager.

## **REPORTING REQUIREMENTS**

### **Narrative and Programmatic Report**

Each agency must complete, and submit electronically, the MPSC Narrative Report (DHS-440), the MPSC Weatherization Programmatic Report (DHS-441) and the MPSC Client Education Activities Programmatic Report (DHS-442). See CSPM Items 1002 and 1005 for reporting instructions.

<b>MICHIGAN DEPARTMENT OF HUMAN SERVICES</b>		Item 310	Page 6 of 6
<b>Community Services Policy Manual</b>	SUBJECT: Allocations and Program Requirements  <b>MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) ASSISTANCE FUNDS</b>		EFFECTIVE DATE 11/01/08 ISSUE DATE 10/23/08

### **Billing and Financial Reporting**

Report monthly expenditures on the Statement of Expenditures (DHS-4326-MPSC).

Submit **one original** and **two** copies of the DHS-4326-MPSC no later than 30 days after the report month, to:

Department of Human Services  
 Bureau of Community Action and Economic Opportunity  
 PO Box 30037  
 Grand Tower, Suite 1314  
 Lansing, MI 48909

### **INITIAL PAYMENT**

An advance of 20% will be processed for payment to the CAA/LPA upon completion of DHS processing of the MPSC Agreement and corresponding Notice of Funds Available (NFA). A copy of the signed Agreement will be returned to the CAA/LPA. Subsequent payments in response to the DHS-4326-MPSC will be reduced to recover the advance.

### **INQUIRIES**

In accordance with the Americans With Disabilities Act, the information contained in this document will be made available in alternative format (large type, audiotape, etc.) upon special request.

**FY09 Michigan Public Service Commission (MPSC) Weatherization and Client Education**

**CSPM Item 310 Attachment A**

<b>Local Wx Operator</b>	<b>Contract Number</b>	<b>Total Allocation</b>	<b>Initial Pymt.</b>	<b>Admin 10 %</b>	<b>Support- 30%</b>	<b>Client Education- 20%</b>
ACSET	MPSC-08-41016	\$304,300	\$60,860	\$30,430	91,290	\$60,860
ACRDC	MPSC-08-03002	\$107,950	\$21,590	\$10,795	32,385	\$21,590
AMCAB	MPSC-08-52001	\$136,000	\$27,200	\$13,600	40,800	\$27,200
BHK CAA	MPSC-08-31003	\$136,000	\$27,200	\$13,600	40,800	\$27,200
CLM CAAHRA	MPSC-08-17006	\$125,800	\$25,160	\$12,580	37,740	\$25,160
CAA So. Central	MPSC-08-13005	\$267,750	\$53,550	\$26,775	80,325	\$53,550
CACS	MPSC-08-33004	\$342,550	\$68,510	\$34,255	102,765	\$68,510
CAA of JLH	MPSC-08-38026	\$246,500	\$49,300	\$24,650	73,950	\$49,300
D-I CAA	MPSC-08-22008	\$124,950	\$24,990	\$12,495	37,485	\$24,990
Detroit	MPSC-08-82007	\$1,447,550	\$289,510	\$144,755	434,265	\$289,510
DCC	MPSC-08-82032	\$208,250	\$41,650	\$20,825	62,475	\$41,650
EOC St. Clair	MPSC-08-74009	\$153,000	\$30,600	\$15,300	45,900	\$30,600
EightCAP	MPSC-08-59010	\$226,100	\$45,220	\$22,610	67,830	\$45,220
FiveCAP	MPSC-08-53011	\$171,700	\$34,340	\$17,170	51,510	\$34,340
G-O CAA	MPSC-08-27013	\$113,900	\$22,780	\$11,390	34,170	\$22,780
GCCARD	MPSC-08-25012	\$381,650	\$76,330	\$38,165	114,495	\$76,330
HDC	MPSC-08-79014	\$217,600	\$43,520	\$21,760	65,280	\$43,520
Kalamazoo	MPSC-08-39015	\$187,850	\$37,570	\$18,785	56,355	\$37,570
MDS CAHRA	MPSC-08-21018	\$147,050	\$29,410	\$14,705	44,115	\$29,410
M-O CAP	MPSC-08-61021	\$216,750	\$43,350	\$21,675	65,025	\$43,350
Macomb	MPSC-08-50017	\$348,500	\$69,700	\$34,850	104,550	\$69,700
Mid-Michigan	MPSC-08-18019	\$328,950	\$65,790	\$32,895	98,685	\$65,790
MCOP	MPSC-08-58020	\$119,850	\$23,970	\$11,985	35,955	\$23,970
NEMCSA	MPSC-08-04022	\$284,750	\$56,950	\$28,475	85,425	\$56,950
NWMCAA	MPSC-08-28023	\$261,800	\$52,360	\$26,180	78,540	\$52,360
OLHSA	MPSC-08-63024	\$502,350	\$100,470	\$50,235	150,705	\$100,470
Ottawa	MPSC-08-70025	\$118,150	\$23,630	\$11,815	35,445	\$23,630
Saginaw	MPSC-08-73027	\$237,150	\$47,430	\$23,715	71,145	\$47,430
SMCAA	MPSC-08-11028	\$286,450	\$57,290	\$28,645	85,935	\$57,290
Washtenaw	MPSC-08-81029	\$182,750	\$36,550	\$18,275	54,825	\$36,550
Wayne Co.	MPSC-08-82033	\$319,600	\$63,920	\$31,960	95,880	\$63,920
Wayne Metro	MPSC-08-82030	\$246,500	\$49,300	\$24,650	73,950	\$49,300
<b>Total:</b>		<b>\$8,500,000</b>	<b>\$1,700,000</b>	<b>\$850,000</b>	<b>\$2,550,000</b>	<b>\$1,700,000</b>

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 312	Page 1 of 3
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions:  <b>COMMUNITY SERVICES BLOCK GRANT Discretionary Funds: EITC Outreach and Income Tax Return Preparation Assistance</b>		EFFECTIVE DATE 01/01/07 END DATE 06/30/07 ISSUE DATE 12/08/06

## REFERENCES

- The CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998.
- CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG

## BACKGROUND

The Department of Human Services (DHS) is allocating \$283,500 in FY2007 CSBG-Discretionary funds (CSBG-T contracts) to CAAs for EITC (Earned Income Tax Credit) Outreach and free Income Tax Return Preparation Assistance for the calendar year ending December 31, 2006.

## PURPOSE

This item provides guidelines and instructions for preparation and submittal of a plan for EITC Outreach and Tax Return Preparation Assistance activities to be supported with state CSBG-T funds.

## POLICY

### Funding Period:

The contract funding period will be January 1, 2007 through June 30, 2007. All unexpended funds will lapse at the end of the funding period.

### Funding Allocations:

Agency allocations are based on the CAA survey responses to the communication/survey dated December 4, 2006. No allocation exceeds \$10,000. [See Attachment A]

### Funded Activity:

Funds will be utilized to enhance or facilitate the Grantee's ability to provide free Tax Return Preparation Assistance and/or to promote EITC filing by low-income Michigan citizens.

### Client Service Eligibility:

Individuals or households that are eligible for any service being provided by the Grantee will be eligible for free income tax preparation assistance services.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 312	Page 2 of 3
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions:  <b>COMMUNITY SERVICES BLOCK GRANT Discretionary Funds: EITC Outreach and Income Tax Return Preparation Assistance</b>		EFFECTIVE DATE 01/01/07 END DATE 06/30/07 ISSUE DATE 12/08/06

## SERVICE PLAN INSTRUCTIONS

The CAA shall prepare and submit a service plan in accordance with the following instructions and must include:

- A completed Plan Request (DHS-1058 12/05) [Attachment B]
- A completed Work Statement [Attachment C]
- A Contract Budget (CM-469ex adapted for CSBG-T contracts 12/06) [Attachment D]
- A Staff Respondents Form [Attachment E]

Note: All forms will be forwarded to you electronically via e-mail.

### CSBG-T Work Statement:

Please be concise, the activities described in the Work Statement must support the costs identified in the Budget.

### Contract Budget:

The one-page Budget (form CM-469 adapted for CSBG-T Contracts) must be used for this contract. Since your planning time for submittal of this budget is short, we recommend that you concentrate your dollars under as few line items as possible. This will make it easier to get the budgets reviewed and approved by DHS.

- Expenditures included in the budget must be allowable under CSBG and all costs must be pertinent to the intended service. For the Line Item Definitions, and a description of Allowable Costs and Unallowable Costs, please refer to CSPM Item 402.1 – Program Accounts & Cost Categories for CSBG. **Note:** Please show the Total Cost for each Line Item in the “DHS Contract Budget” column. Multiple costs under the same Line Item should be included in the “Line Item Description” column.
- ADMIN costs are limited to 15% of the contract amount. ADMIN costs are restricted to wages and fringes for central administrative staff and for prorated costs associated with the single agency audit.
  1. Wage and Fringe costs: Administrative staff are defined as staff who administer and manage the central office and centralized functions of the agency. Note: If you have Admin staff that will be working within the project in a Non-Admin role, you will need to list the position(s) with its dual titles when budgeting these costs as Non-Admin. For Example: Fiscal Director/Tax Prep. For Example: Account Clerk/Tax Prep.
  2. Prorated audit costs should be budgeted under the Consultant/Professional Services line item.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 312	Page 3 of 3
Community Services Policy Manual	SUBJECT Allocations and Plan Instructions:  <b>COMMUNITY SERVICES BLOCK GRANT Discretionary Funds: EITC Outreach and Income Tax Return Preparation Assistance</b>		EFFECTIVE DATE 01/01/07 END DATE 06/30/07 ISSUE DATE 12/08/06

3. Indirect Costs: All mathematical calculations supporting the cost must be included in the budget. (Example: Indirect Rate of 6.3%  $\$15,000 / 1.063 = \$9202$   $\$9202 \times .063 = \$579$  Indirect Costs.) A copy of the latest approved Indirect Cost Rate Agreement must be submitted with the CAA signed contract agreement or faxed to your grant manager.

- Direct Program costs budgeted for the **purchase of computers or printers** are limited as follows: Computer – maximum cost of \$1500, Printer – maximum cost of \$200. The need for these items must be addressed in the Work Statement.
- **E-Filing** fees are considered Direct Program costs. Note: *E-filing* fees (example: through TaxWise – Universal Tax Systems, Inc.), should be identified under the Communication line item. Note: Agencies that have been designated by the IRS as a VITA or a TCE will not be charged *E-filing* fees from those designated sites.

**PLAN DUE DATE:**

**SPECIAL SUBMITTAL INSTRUCTIONS**

1. Sign and witness both copies of the Grant Agreement. Grant Agreements need to be signed by the CAA no later than **January 4, 2007** (this will guarantee a January 1, 2007 begin date).
2. **Mail** the two signed Agreements to:
 

[Note: You need to include the Bureau's name in the address or the package may be delivered to the wrong office]	Department of Human Services <b>Bureau of CAEO</b> 235 S. Grand Avenue, Suite 1314 PO Box 30037 Lansing, MI 48906
--	---
3. **Send, via Email**, your completed CSBG-T plan (Attachments B, C, D and E) to your grant manager by Friday, **January 4, 2007**. No mailed copy is necessary.
4. If applicable to your agency, Mail or fax your Indirect Cost Rate Agreement to your grant manager.

**INQUIRIES:**

Questions regarding the Planning Guidelines should be directed to your grant manager. The main number for the Bureau of CAEO is (517) 373-8896.

Attachments: A – CSBG-T Allocation Chart  
 B – Plan Request Form  
 C – CSBG-T Work Statement

D – CSBG-T Contract Budget  
 E – Staff Respondents Form